

Pioneer Technology Center Board of Education
Regular Meeting
Tuesday, January 14, 2020, 6:00 PM
Room B120
2101 N. Ash St.
Ponca City, Oklahoma 74601

The Board of Education will meet in Room B120 on the Pioneer Technology Center campus at 5:00 pm for a snack supper. No school board action will be discussed or taken; therefore, no agenda items are listed in connection with this period prior to convening of the Board of Education meeting.

1. Call meeting to order
2. Roll call and establish a quorum
3. Flag salute and moment of silence
4. Reports and Presentations - Jordan Smith, Steven L. Smith Corp.
5. Consider adoption of a Resolution approving and affirming a Lease/Purchase Agreement and/or a Ground Lease Agreement and authorizing the execution of the same; authorizing employment of School District Counsel, Financial Advisor and Bond Counsel pertaining to financing; and authorizing School District officials to execute any and all necessary documents in connection with the aforementioned transactions
6. Board of Education Appreciation Month - Recognize Board Members
7. Discussion and vote to approve or not approve the Minutes of the December 10, 2019 regular Board of Education meeting
8. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #40955-41084; Building Fund #none-change orders only; Payroll #70165-70166).
9. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs
 - A. Traci Thorpe, Superintendent/CEO
 - B. Molly Kyler, Executive Director, Business & Industry Services

10. Discussion and vote to approve or not approve policy revisions/additions to the following policies: CHC --Bids and Quotations, CHC-R - Bids and Quotations, Regulations, CHCB (new) - Selection of a Construction Manager, FNAA (new) - Freedom of Expression and FNCGA - Weapons-Free Schools
11. Discussion and vote to approve or not approve addenda to Student Handbook, addition of policy FNAA (new) - Freedom of Expression
12. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix A.
13. Proposed executive session to discuss the employment and evaluate the Superintendent/CEO. 25 O.S. Section 307(B)(1).
14. Vote to convene in Executive Session
 - A. Time:
15. Acknowledge return of the Board to Open Session
 - A. Time:
16. Board President statement of Executive Session minutes
17. Vote to approve contract renewal for Traci Thorpe, Superintendent/CEO
18. New Business
19. Public Comment
20. Motion and vote to adjourn
 - A. Time:

NOTE: The Board may discuss, make motions and vote upon all matters appearing on this agenda. Such votes may be to adopt, reject, table, reaffirm, rescind, or take no action on any agenda matter.

POSTED: Pioneer Technology Center, North Entrance

Posted _____

By Allison Christy, Minutes Clerk

Pioneer Technology Center Board of Education Regular Meeting
Tuesday, December 10, 2019 6:00 PM
Room B120 2101 N. Ash St.
Ponca City, Oklahoma 74601

1. Call meeting to order
2. Roll call and establish a quorum
3. Attendance taken at 6:01 pm

Present Board Members:

Mr. Larry Buck
Ms. Gay Norris
Ms. Mary Rigdon
Ms. Orva Rothgeb

Absent Board Members:

Mr. J.D. Soulek

Also in attendance were Traci Thorpe, Stacey Rush, Mary Allan, Kahle Goff, Ryan Burkett, Molly Kyler, Allison Christy, Lori Evans, Lacey Smith and Nancy Jones.

4. Flag salute and moment of silence
5. Reports and Presentations - Program Spotlight, Career Center

Lori Evans reported about some of the activities the Career Center coordinates with students. They provide assistance to students for a variety of areas, school subjects and applications/resumes. Nancy Jones works with students on WorkKeys testing and completion certificates. The Career Center sees 170 students currently each week for 45 minutes at a time. Lacey Smith works with students on Employability Soft Skills. She talked about how she covers a different topic each month, for example job applications, resumes, mock interviews, etc. Lori wrapped up with some other services - Simulated Workplace, % attendance, tutoring, reading, recruitment activities, and instructor support, anything to support the students.

6. Discussion and vote to approve or not approve the Minutes of the November 12, 2019 regular Board of Education meeting

Motion to approve the Minutes of the November 12, 2019 regular Board of Education meeting passed with a motion by Ms. Gay Norris and a second by Mr. Larry Buck.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Absent
Yea: 4, Nay: 0, Absent: 1

7. Discussion, review and vote to approve or not approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #40842-40954; Building Fund #40041-40048; Payroll #none-change orders only).

Motion to approve the Financial Reports; Activity Fund Report; and Encumbrance/Change Order Lists (General Fund #40842-40954; Building Fund #40041-40048; Payroll #none-change orders only) passed with a motion by Mr. Larry Buck and a second by Ms. Orva Rothgeb.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Absent
Yea: 4, Nay: 0, Absent: 1

8. Administrative Reports and Anticipated Discussion by the Board and Staff regarding facilities, district policy issues, community issues and/or personnel or student needs

Traci Thorpe, Superintendent/CEO

Traci Thorpe reported hosting 650 area 8th graders last week, it takes everyone to make this recruiting activity a success. The 1st Holiday Market was a huge success, we made \$5,000 to be donated to the CareerTech Student Organizations. Ian Freeman, Welding Instructor, is working toward PTC becoming a site for Welding Certification testing. Traci Thorpe and BIS staff had a Zoom meeting with Michelle Campbell who spoke about the network they have at the OK Small Business Development Center. Ms. Thorpe mentioned the last couple of tweaks needed on the EMS training center. Jordan Smith of Stephen L. Smith Corp. will have RFP's out and back by the January board meeting. December 19 is the staff Christmas party, please let us know if you would like to attend. Ms. Thorpe visited with the Area Superintendents group, they would like to have the whole board training every other year. Ms. Thorpe met with Sheriff Kelley and others regarding Threat Suppression Training, tentatively scheduled for September 2020. This training will be for all area school staff. The Southern Region Education Board Tech Centers That Work Leaders Forum is coming up in April, the theme this year is CareerTech Branding.

Kahle Goff, Executive Director, Full-Time Programs

Kahle Goff reported BIS team conducted over 112 one-on-ones/consults for a total of 109.75 counseling hours. The revenue generated from our Safety training was \$7,407. Robert Howard coordinated a lunch-n-learn for the SHRM group to present "Social Media – Know Your Risk". The One million cups speaker was a salon owner Gabrielle Anderson with Anderson & Co. Salon and Spa. Several employees attended ACTE Vision conference in Anaheim, CA at the beginning of December. They reported it was a good conference. Communications & Marketing stated we had 103 people at Advisory night. Some programs will have alternate meetings. Kahle Goff participated in an ODCTE Accreditation Visit at Indian Capital Technology Center in Muskogee and Stillwell. Ryan Burkett is working on a registered apprenticeship for welding students. The Practical Nursing program held their graduation November 15. Fifteen students graduated.

9. Discussion and vote to approve or not approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix A.

Motion to approve individuals on part-time and temporary employment contracts, and addenda to contracts as listed on Appendix A passed with a motion by Mr. Larry Buck and a second by Ms. Gay Norris.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Absent
Yea: 4, Nay: 0, Absent: 1

10. Discussion and vote to approve or not approve out-of-state travel for Traci Thorpe to attend TCTW Leaders Forum, January 28-30, 2020, Clear Point, Alabama
Motion to approve or not approve out-of-state travel for Traci Thorpe to attend TCTW Leaders Forum, January 28-30, 2020, Clear Point, Alabama passed with a motion by Ms. Gay Norris and a second by Mr. Larry Buck.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Absent
Yea: 4, Nay: 0, Absent: 1

11. Proposed Executive Session to discuss the hiring of Elaina Howe, Children's Lab & Preschool Teacher Okla. Stat. Title 25, 307(B)(1).

No Executive Session.

12. Vote to approve or not approve hiring of Elaine Howe, Children's Lab & Preschool Teacher
Motion to approve hiring passed with a motion by Mr. Larry Buck and a second by Ms. Orva Rothgeb.

Mr. Larry Buck: Yea
Ms. Gay Norris: Yea
Ms. Mary Rigdon: Yea
Ms. Orva Rothgeb: Yea
Mr. J.D. Soulek: Absent
Yea: 4, Nay: 0, Absent: 1

13. New Business

None.

14. Public Comment

None.

15. Board President Rigdon adjourned the meeting at 6:45 pm

Respectfully submitted,

Allison N. Christy

Allison N. Christy
Board Minutes Clerk

President, Board of Education

Clerk, Board of Education

Date of Approval

Motion:

Second:

Vote:

General

PIONEER TECHNOLOGY CENTER

From PO: 40955 to PO: 41084

Encumbrance For Board Approval

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
40955	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	50.61	12/06/2019
40956	FIRST BANKCARD VISA	TANF STATE STUDENT ASSISTANCE OTHER	35.00	12/06/2019
40957	FIRST BANKCARD VISA	FFM SUPPLIES	62.94	12/09/2019
40958	PIONEER FIRE & SAFETY	FIREFIGHTER - SUPPLIES	300.00	12/09/2019
40959	OSU FIRE SERVICE TRAINING	FIREFIGHTER - PROF SERV	300.00	12/09/2019
40960	KOSER ENTERPRISES INC	INDUSTRIAL TECH - SUPPLIES	455.00	12/09/2019
40961	WAL-MART	CULINARY ARTS--SUPPLIES	89.69	12/09/2019
40962	NURSE TIM, INC	HCC2 - REGISTRATIONS	99.00	12/09/2019
40963	ACCURATE AUTO REPAIR	TANF STATE STUDENT ASSISTANCE OTHER	249.00	12/09/2019
40964	WAL-MART	TANF STATE STUDENT ASSISTANCE OTHER	141.90	12/09/2019
40965	ACCURATE AUTO REPAIR	TANF STATE STUDENT ASSISTANCE OTHER	160.47	12/09/2019
40966	WAL-MART	HCC - SUPPLIES	125.58	12/09/2019
40967	SIMPLEXGRINNELL LP	BLDG MT - SUPPLIES	840.00	12/09/2019
40968	FIRST BANKCARD VISA	TANF STATE STUDENT ASSISTANCE OTHER	35.00	12/09/2019
40969	FIRST BANKCARD VISA	TANF STATE STUDENT ASSISTANCE OTHER	35.00	12/09/2019
40970	SWASFAA	FINANCIAL AID - MEMBERSHIP	150.00	12/09/2019
40971	FIRST BANKCARD VISA	HCC1 - SUPPLIES	14.98	12/09/2019
40972	LOWE'S HOME CENTER INC	FF/EMT - SUPPLIES	200.00	12/09/2019
40973	CAREER TECH FINANCE DIVISION	HCC2 - REGISTRATION	30.00	12/09/2019
40974	TIMCO	MACHINE TOOL SUPPLIES	112.25	12/10/2019
40975	LOWE'S HOME CENTER INC	FFM SUPPLIES	110.41	12/10/2019
40976	LAMPTON WELDING SUPPLY	WELDING - SUPPLIES	271.50	12/10/2019
40977	WAL-MART	TEACHER PREP - SUPPLIES	102.75	12/10/2019
40978	BRANDT'S	WELDING SUPPLIES	13.76	12/10/2019
40979	ODAT (OK DRUG & ALCOHOL TESTING)	MEDICAL ASSISTING - SUPPLIES	275.00	12/10/2019
40980	MERRIFIELD OFFICE PLUS	AT&D INSTRUCT - SUPPLIES	40.00	12/11/2019
40981	ODCTE	AT&D RESALE BOOKS	545.00	12/11/2019
40982	WAL-MART	TANF STATE STUDENT ASSISTANCE OTHER	32.89	12/11/2019

PIONEER TECHNOLOGY CENTER

From PO: 40955 to PO: 41084

Encumbrance For Board Approval**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
40983	OSU FIRE SERVICE TRAINING	FF/EMT - PROF SERVICES	350.00	12/11/2019
40984	WAL-MART	AT&D RESALE SUPPLIES	105.04	12/11/2019
40985	S&K DIRECT STEEL	WELDING SUPPLIES	150.00	12/11/2019
40986	FIRST BANKCARD VISA	TRAVEL- AIRFARE	2,480.00	12/11/2019
40987	S&K DIRECT STEEL	WELDING SUPPLIES	560.50	12/11/2019
40988	LOWE'S HOME CENTER INC	VEHICLE MAINT REPAIRS	96.70	12/11/2019
40989	X-CEL BADGE & ENGRAVING C	MARKETING / ADVERTISING	11.66	12/12/2019
40990	P&K EQUIPMENT	GROUND SUPPLIES	33.65	12/12/2019
40991	FASTENAL COMPANY	VEHICLE MAINT REPAIRS	98.08	12/12/2019
40992	PONCA CUSTOM TEES	MARKETING / ADVERTISING	30.00	12/12/2019
40993	MERRIFIELD OFFICE PLUS	FINANCIAL AID - SUPPLIES	167.37	12/12/2019
40994	HOBBY LOBBY	CHILDRENS LAB - SUPPLIES	100.00	12/13/2019
40995	BARTLETT'S OVERHEAD DOORS	BLDG MAINT - REPAIRS	300.00	12/16/2019
40996	FIRST BANKCARD VISA	INDUSTRIAL TECH - SUPPLIES	26.49	12/16/2019
40997	BOOMER TIRE	FFM REPAIRS	163.00	12/16/2019
40999	FIRST BANKCARD VISA	TANF TUITION	189.00	12/16/2019
41001	ODAT (OK DRUG & ALCOHOL TESTING)	TANF STUDENT ASSISTANCE OTHER	20.00	12/16/2019
41002	WAL-MART	TANF CONSUMABLE SUPPLY	230.68	12/16/2019
41003	WAL-MART	TANF STATE STUDENT ASSISTANCE OTHER	116.10	12/17/2019
41005	FIRST BANKCARD VISA	TANF STATE STUDENT ASSISTANCE OTHER	35.00	12/17/2019
41006	PONCA CITY DUGOUT CLUB	MARKETING / ADVERTISING	75.00	12/17/2019
41007	PIONEER TECH FOOD SERVICE	SHARE - STUDENT ASSISTANCE	2,000.00	12/17/2019
41008	FIRST BANKCARD VISA	TANF STATE STUDENT ASSISTANCE OTHER	35.00	12/18/2019
41009	MERCHANTBANKCARD	FINANCE EQUIPMENT	3,277.50	12/18/2019
41010	HAGAR RESTAURANT SERVICE INC	BLDING MAINT REPAIRS	510.00	12/19/2019
41011	SOUTHWEST TRUCK PARTS	BUS REPAIRS MAINT	24.38	12/19/2019
41016	SUMMIT BUS	BUS MAINT REPAIRS	500.00	12/19/2019
41017	WAL-MART	FOOD FOR CHILDREN'S LAB AND PRESCHOOL	400.00	01/03/2020

PIONEER TECHNOLOGY CENTER
From PO: 40955 to PO: 41084

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
41018	WAL-MART	SUPPLIES FOR CHILDREN'S LAB AND PRESCHOOL	200.00	01/03/2020
41019	ESSP	ASSESSMENT CENTER - TRAVEL REGISTRATIONS	140.00	01/06/2020
41020	FIRST BANKCARD VISA	TANF TUITION	850.00	01/06/2020
41021	TANF STUDENT ASSISTANCE	TANF TUITION AND BOOKS	550.00	01/06/2020
41022	TANF STUDENT ASSISTANCE	TANF TUITION AND BOOKS	550.00	01/06/2020
41023	TANF STUDENT ASSISTANCE	TANF TUITION AND BOOKS	550.00	01/06/2020
41024	TANF STUDENT ASSISTANCE	TANF TUITION	169.00	01/06/2020
41025	FIRST BANKCARD VISA	TANF STATE STUDENT ASSISTANCE OTHER	35.00	01/06/2020
41026	EVCO	CHILDRENS LAB - FOOD	1,000.00	01/06/2020
41027	TANF STUDENT ASSISTANCE	TANF TUITION	525.00	01/06/2020
41028	STAPLES ADVANTAGE	CENTRAL - SUPPLIES	437.53	01/06/2020
41029	HAMPTON INN - STILLWATER	FINANCE - TRAVEL LODGING	89.00	01/06/2020
41030	ODCTE	FINANCE - TRAVEL REGISTRATIONS	500.00	01/06/2020
41031	FIRST BANKCARD VISA	TANF STATE STUDENT ASSISTANCE OTHER	35.00	01/06/2020
41032	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	10.25	01/06/2020
41033	TEACHERSPAYTEACHERS.COM	HCC - SUPPLIES	8.39	01/06/2020
41034	TANF STUDENT ASSISTANCE	TANF BOOKS	29.00	01/06/2020
41035	TANF STUDENT ASSISTANCE	TANF STUDENT ASSISTANCE OTHER AND BOOKS	550.00	01/07/2020
41036	TANF STUDENT ASSISTANCE	TANF STATE STUDENT ASSISTANCE OTHER AND BOOKS	550.00	01/07/2020
41037	WAL-MART	TANF STATE STUDENT ASSISTANCE OTHER	84.10	01/07/2020
41038	WAL-MART	TANF STATE STUDENT ASSISTANCE OTHER	259.78	01/07/2020
41039	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	15.00	01/07/2020
41040	STEELE SUPPLY COMPANY	MEDICAL ASSISTING - SUPPLIES	111.01	01/07/2020
41041	SHERWIN WILLIAMS CO	BUILDING MAINT REPAIRS	45.55	01/07/2020
41042	WHITTON SUPPLY CO.	BUILDING MAINT REPAIRS	13.56	01/07/2020
41043	LAMPTON WELDING SUPPLY	BUILDING MAINT SUPPLIES	30.00	01/07/2020

PIONEER TECHNOLOGY CENTER

From PO: 40955 to PO: 41084

Encumbrance For Board Approval**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
41044	S&K DIRECT STEEL	WELDING - SUPPLIES	354.27	01/07/2020
41045	OATC SUPERINTENDENTS ACCT	SUPT AND EXEC DIR - TRAVEL REGISTRATION	100.00	01/07/2020
41046	TANF STUDENT ASSISTANCE	TANF STUDENT ASSISTANCE OTHER AND BOOKS	400.00	01/07/2020
41047	SOUTHWESTERN PAYROLL SERVICE, INC.	FULLTIME PROFESSIONAL SERVICES	418.80	01/07/2020
41048	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	206.00	01/07/2020
41049	TEACHER CREATED RESOURCES	TEACHER PREP - SUPPLIES	106.97	01/07/2020
41050	HUBERT COMPANY	CHILD LAB & PRESCHOOL - SUPPLIES	250.00	01/07/2020
41051	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	215.00	01/07/2020
41052	TANF STUDENT ASSISTANCE	TANF STUDENT ASSISTANCE OTHER AND BOOKS	65.00	01/07/2020
41053	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	35.00	01/07/2020
41054	BOOMER TIRE	VEHICLE MAINT/REPAIRS	20.00	01/07/2020
41055	OKACTE-SUPPORT STAFF SECTION	FINANCE, TRAVEL REGISTRATION	60.00	01/07/2020
41056	LOWE'S HOME CENTER INC	PROF DEVELOPMENT - SUPPLIES	13.28	01/08/2020
41057	WAL-MART	PROF DEVELOPMENT - SUPPLIES	47.72	01/08/2020
41058	HOBBY LOBBY	PROF DEVELOPMENT - SUPPLIES	39.56	01/08/2020
41059	KRYTERION INC	PROF DEVELOPMENT - SUPPLIES	1,000.00	01/08/2020
41060	NEWKIRK HIGH SCHOOL YEARBOOK	MARKETING / ADVERTISING	75.00	01/08/2020
41061	VILLAGE SCREEN PRINT	TEACH OKLAHOMA - SUPPLIES	400.00	01/08/2020
41062	MNJ TECHNOLOGIES DIRECT, INC	COMPUTER SERVICES -- SUPPLIES	1,176.00	01/08/2020
41063	SKILLS USA STORE	COSMETOLOGY SUPPLIES	100.00	01/08/2020
41064	EMBASSY SUITES - NORMAN	HOSA STATE CONTEST - LODGING	3,000.00	01/09/2020
41065	MERRIFIELD OFFICE PLUS	AT&D - SUPPLIES	100.00	01/09/2020
41066	MOORE-NORMAN TECHNOLOGY CENTER	LEADERSHIP DEVELOPMENT - REGISTRATION	78.00	01/09/2020
41067	FIRST BANKCARD VISA	MEDICAL ASSISTING - BOOKS	81.66	01/09/2020

PIONEER TECHNOLOGY CENTER

From PO: 40955 to PO: 41084

Encumbrance For Board Approval**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
41068	GEORGES UPHOLSTERY	VEHICLE REPAIRS	80.00	01/09/2020
41069	POCKET NURSE	PN SUPPLIES	1,954.40	01/09/2020
41070	CABLEONE ADVERTISING	MARKETNG/ADVERTISING	1,500.00	01/09/2020
41071	STAPLES ADVANTAGE	FINANCE SUPPLIES	77.49	01/09/2020
41072	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	35.00	01/09/2020
41073	OSU OKC	CHILDRENS LAB - REGISTRATIONS	85.00	01/09/2020
41074	OKACTE-SUPPORT STAFF SECTION	SUPT OFFICE - TRAVEL REGISTRATION	60.00	01/09/2020
41075	WAL-MART	AT&D RESALE SUPPLIES	1,000.00	01/09/2020
41076	KLINGER COLLISION CENTER	AUTO TECH - REPAIRS	973.19	01/09/2020
41077	LAMPTON WELDING SUPPLY	TANF STATE STUDENT ASSISTANCE OTHER	150.00	01/09/2020
41078	ATWOODS	TANF STATE STUDENT ASSISTANCE OTHER	150.00	01/09/2020
41079	WAL-MART	TANF STATE STUDENT ASSISTANCE OTHER	150.00	01/09/2020
41080	HOLIDAY INN EXPRESS QUAIL SPRINGS	STAFF TRAVEL - LODGING	89.00	01/09/2020
41081	FIRST BANKCARD VISA	MARKETING / SUPPLIES	184.96	01/09/2020
41082	STAPLES ADVANTAGE	FINANCE SUPPLIES	100.00	01/09/2020
41083	FIRST BANKCARD VISA	MARKETING/SUPPLIES	300.00	01/09/2020
41084	MNJ TECHNOLOGIES DIRECT, INC	RESALE MISCELLANEOUS	23.00	01/09/2020
		Current Encumbered	39,554.35	

PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval
X **CHANGE ORDER REPORT**
GEN FUND-FOR OPERAT

From: 07 Dec 2019 to: 09 Jan 2020

PO #	Vendor Name	General Description	Amount	Date
40001	BLACKWELL JOURNAL-TRIBUNE	BLANKET PO	2,000.70	07/01/2019
40002	NEWKIRK HERALD JOURNAL	BLANKET PO	-1,000.00	07/01/2019
40003	PONCA CITY NEWS	BLANKET PO	96.00	07/01/2019
40005	FAIRFAX CHIEF	BLANKET PO	-1,000.00	07/01/2019
40008	AF PLAN SERVE	BLANKET PO	188.00	07/01/2019
40031	LAMPTON WELDING SUPPLY	BLANKET PO	29.30	07/01/2019
40051	REGISTERBLAST	BLANKET PO	1,000.00	07/01/2019
40055	TRAVEL (STAFF)	BLANKET PO	783.03	07/01/2019
40062	TANKERSLEY	BLANKET PO	2,000.00	07/01/2019
40077	POWERSCHOOL GROUP LLC	ANNUAL LICENSE	4,832.79	07/01/2019
40139	ODAT (OK DRUG & ALCOHOL TESTING)	TANF MEDICAL/DENTAL	-20.00	07/01/2019
40203	STAPLES ADVANTAGE	TANF STATE CONSUMABLE SUPPLY	-12.59	07/10/2019
40214	FIRST BANKCARD VISA	FINANCE - LODGING, TRANSP, MEALS	-321.48	07/11/2019
40297	BUCKLEYS STICKS & STONES	GROUNDS SUPPLIES	-407.50	07/30/2019
40306	TANF STUDENT ASSISTANCE	TANF TUITION	-435.00	07/31/2019
40341	WAL-MART	TANF STUDENT ASSISTANCE OTHER	-68.00	08/12/2019
40365	RCS DRUG AND ALCOHOL COLLECTIONS	TANF MEDICAL/DENTAL	-80.00	08/14/2019
40374	AMG-URGENT CARE PLUS	TANF MEDICAL/DENTAL	-15.00	08/15/2019
40404	TANF STUDENT ASSISTANCE	TANF - TUITION	-65.00	08/21/2019
40412	UNIFORM STOP - STILLWATER	TANF STATE STUDENT ASSISTANCE OTHER	-139.16	08/21/2019
40484	ASBO INTERNATIONAL	FINANCE - TRAVEL REGISTRATION	-499.00	08/29/2019
40542	B&H WHOLESALE	INDUSTRIAL TECH - SUPPLIES	-70.29	09/06/2019
40550	FIRST BANKCARD VISA	STAFF TRAVEL - LODGING	121.21	09/09/2019
40568	FIRST BANKCARD VISA	INSTRUCTIONAL DIRECTORS-TRAVEL LODGING	1.41	09/12/2019
40577	TANF STUDENT ASSISTANCE	TANF TUITION	-60.00	09/13/2019
40578	TANF STUDENT ASSISTANCE	TANF TUITION	-110.00	09/13/2019
40585	MERRIFIELD OFFICE PLUS	AT&D COORDINATOR - SUPPLIES	1.00	09/13/2019
40588	GRAINGER	INDUSTRIAL TECH - SUPPLIES	-57.67	09/13/2019

PIONEER TECHNOLOGY CENTER

**Encumbrance For Board Approval
CHANGE ORDER REPORT
GEN FUND-FOR OPERAT**

From: 07 Dec 2019 to: 09 Jan 2020

PO #	Vendor Name	General Description	Amount	Date
40625	TANF STUDENT ASSISTANCE	TANF TUITION	-65.00	09/23/2019
40658	OKLAHOMA SKILLS USA	STAFF REGISTRATION	60.00	10/01/2019
40662	FIRST BANKCARD VISA	TCTW TRAVEL	1,400.00	10/01/2019
40687	WAL-MART	TANF STUDENT ASSISTANCE OTHER	-347.12	10/03/2019
40712	WAL-MART	STATE TANF STUDENT ASSISTANCE OTHER	-15.19	10/09/2019
40722	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-60.00	10/11/2019
40723	AUTOZONE	TANF STRUDENT ASSISTANCE OTHER	-4.01	10/11/2019
40724	ACCURATE AUTO REPAIR	TANF STUDENT ASSISTANCE OTHER	2.44	10/11/2019
40731	FIRST BANKCARD VISA	TANF STATE STUDENT ASSISTANCE OTHER	-175.00	10/11/2019
40738	FIRST BANKCARD VISA	WELDING EQUIPMENT	-5.00	10/11/2019
40739	FIRST BANKCARD VISA	TANF STATE STUDENT ASSISTANCE OTHER	-150.00	10/11/2019
40740	FIRST BANKCARD VISA	TANF STATE STUDENT ASSISTANCE OTHER	-150.00	10/11/2019
40744	TANF STUDENT ASSISTANCE	TANF TUITION	104.00	10/11/2019
40746	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	-15.00	10/11/2019
40748	AMC URGENT CARE PLUS	TANF MEDICAL/DENTAL	-15.00	10/11/2019
40769	STAPLES ADVANTAGE	TANF DURABLE SUPPLY	-174.95	10/16/2019
40786	TANF STUDENT ASSISTANCE	TANF STATE STUDENT ASSISTANCE OTHER	-35.00	10/23/2019
40788	TANF STUDENT ASSISTANCE	TANF TUITION	26.00	10/23/2019
40804	FIRST BANKCARD VISA	STATE TANF STUDENT ASSISTANCE OTHER	-11.30	10/28/2019
40821	BARTLETT'S OVERHEAD DOORS	BLDING MAINT REPAIRS	-103.50	10/31/2019
40846	MSC INDUSTRIAL SUPPLY CO	INDUSTRIAL TECH - SUPPLIES	-30.00	11/12/2019
40849	CLUE QUEST	BITE - STUDENT REGISTRATIONS	-300.00	11/13/2019
40852	STAPLES ADVANTAGE	BUILDING MAINT - SUPPLIES	-55.23	11/13/2019
40862	POCKET NURSE	HCC2 - SUPPLIES	-3.50	11/15/2019
40875	WAL-MART	AT&D RESALE SUPPLIES	-4.02	11/15/2019
40879	WAL-MART	CHILDRENS LAB - FOOD	-28.66	11/18/2019

PIONEER TECHNOLOGY CENTER

**Encumbrance For Board Approval
CHANGE ORDER REPORT
GEN FUND-FOR OPERAT**

From: 07 Dec 2019 to: 09 Jan 2020

PO #	Vendor Name	General Description	Amount	Date
40880	WAL-MART	CHILDRENS LAB - SUPPLIES	-6.43	11/18/2019
40884	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-63.00	11/19/2019
40885	WAL-MART	TANF STUDENT ASSISTANCE OTHER	-19.72	11/19/2019
40887	DISCOUNT SCHOOL SUPPLY	CAREER DEVELOPMENT - SUPPLIES	-10.00	11/19/2019
40889	JAMES E SCHAEFER	TANF STATE STUDENT ASSISTANCE OTHER	-750.00	11/19/2019
40891	OSSBA	SHARE TRAVEL - REGISTRATION	15.00	11/19/2019
40894	WAL-MART	TANF STATE STUDENT ASSISTANCE OTHER	149.94	11/19/2019
40897	WAL-MART	HCC - SUPPLIES	-1.24	11/19/2019
40902	FIRST BANKCARD VISA	TANF DUES/FEES	-70.00	11/20/2019
40903	FIRST BANKCARD VISA	TANF STUDENT ASSISTANCE OTHER	-7.00	11/20/2019
40904	BRIDGEWAY INC.	TANF STUDENT ASSISTANCE OTHER	-25.00	11/20/2019
40907	AMERICAN HEART ASSOCIATION	HCC - REGISTRATIONS	-9.13	11/22/2019
40918	AMERICAN HEART ASSOCIATION	SAFETY - RESALE SUPPLIES	-1.36	11/25/2019
40919	BURMAX COMPANY, INC.	CAREER DEVELOPMENT FACILITATOR - SUPPLIES	6.00	11/25/2019
40922	JENKINS & PRICE	BUILDING MAINT/SUPPLIES	-564.30	11/26/2019
40924	WAL-MART	CULINARY ARTS--RESALE FOOD	-10.79	12/02/2019
40926	WAL-MART	CHILDRENS LAB - FOOD	-217.06	12/02/2019
40928	WAL-MART	CHILDRENS LAB - SUPPLIES	-48.41	12/02/2019
40930	MEEKS GROUP	MARKETING / PRINTING	-80.00	12/02/2019
40931	STAPLES ADVANTAGE	CENTRAL - SUPPLIES	1.74	12/02/2019
40936	POCKET NURSE	HCC2 - SUPPLIES	-21.70	12/03/2019
40937	ARMSTRONG MCCALL	COSMETOLOGY - RESALE SUPPLIES	-13.26	12/03/2019
40949	HARLAND'S DIESEL SERVICE	BUS MAINT REPAIRS	1,568.97	12/04/2019
40951	WAL-MART	BUILDING MAINT SUPPLIES	-12.64	12/05/2019
GEN FUND-FOR OPERAT TOTAL:			6,348.32	
REPORT TOTAL:			6,348.32	

PIONEER TECHNOLOGY CENTER

**Encumbrance For Board Approval
CHANGE ORDER REPORT
BUILDING FUND**

From: 07 Dec 2019 to: 09 Jan 2020

PO #	Vendor Name	General Description	Amount	Date
40004	WINTERROWD TALLEY ASSOCIATES	BLANKET PO	50,000.00	07/01/2019
40008	SHI INTERNATIONAL CORP	ANNUAL LICENSE	470.00	07/01/2019
40046	RICK SCOTT CONSTRUCTION	BLDG MAINT - MAJOR REMODEL REPAIRS	2,215.91	11/22/2019
BUILDING FUND TOTAL:			52,685.91	
REPORT TOTAL:			52,685.91	

Payroll

PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

From PO: 70165 to PO: 70166

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70165	HOWE, ELAINA D	PAYROLL ENCUMBRANCE	18,106.54	12/17/2019
70166	REESE, RICHARD D	PAYROLL ENCUMBRANCE	10,056.15	12/19/2019
Current Encumbered			28,162.69	

PIONEER TECHNOLOGY CENTER

Encumbrance For Board Approval

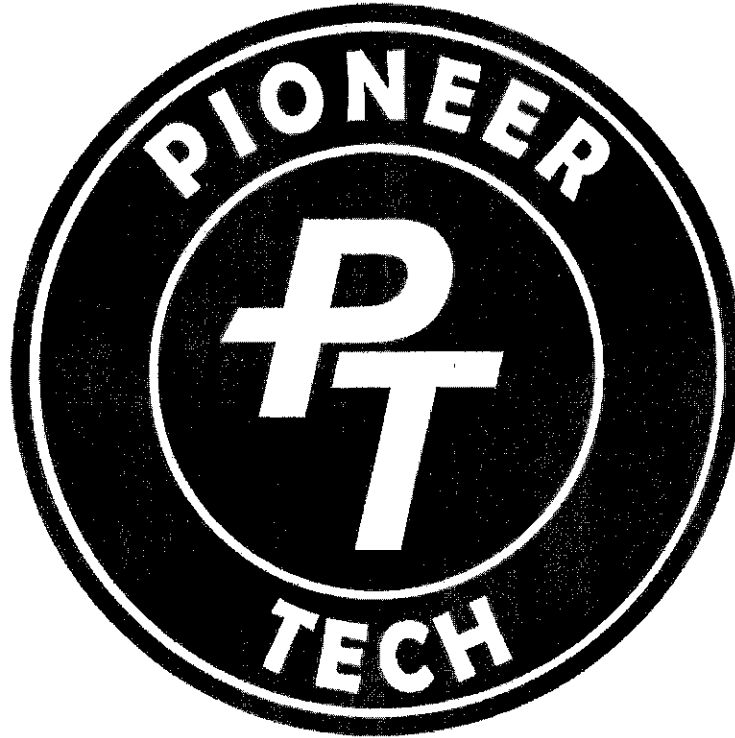
From: 07 Dec 2019 to: 09 Jan 2020

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CHANGE ORDER REPORT

GEN FUND-FOR OPERAT

PO #	Vendor Name	General Description	Amount	Date
70005	ABE INSTRUCTORS (FEDERAL)	BLANKET PAYROLL ENCUMBRANCE	27,912.00	07/01/2019
GEN FUND-FOR OPERAT TOTAL:			27,912.00	
REPORT TOTAL:			27,912.00	



FINANCIAL SUMMARY December 2019

<i>Income</i>	MTD	YTD	% of Est Collections
General Fund	\$ 598,146.19	\$5,474,990.18	40.52%
Building Fund	\$ 160,787.35	\$4,530,230.87	62.55%
<i>Expenses</i>			
General Fund	\$ 715,397.25	\$4,745,392.02	
Building Fund	\$ 6,480.59	\$ 269,448.51	
	<u>General Fund</u>	<u>Building Fund</u>	
<i>Cash Balance</i>	\$ 235,931.25	\$ 84,297.68	
<i>+Investment Balance</i>	\$ 493,666.91	\$4,176,484.68	
<i>+Outstanding Checks</i>	\$ 11,796.21	\$ 0.00	
<i>=Total Monies</i>	\$ 741,394.37	\$4,260,782.36	

PIONEER TECHNOLOGY CENTER

TREASURER'S MONTHLY REVENUE SUMMARY

12/31/2019

Budget Year 20

REVENUE SOURCE	ESTIMATED REVENUES	CURRENT COLLECTED	PREVIOUS YTD COLLECTED	TOTAL COLLECTED	VARIANCE	% OF EST COLL.
GENERAL FUND						
LOCAL SOURCES						
1110 AD VAL TX LV (CUR YR)	\$5,319,726.71	\$159,271.55	\$0.00	\$159,271.55	\$5,160,455.16	2.99
1121 AD VAL TX LV (PRIOR)	\$1,000,000.00	\$166,754.01	\$604,816.86	\$771,569.87	\$228,430.13	77.16
1130 REV IN LIEU OF TAX	\$0.00	\$0.00	\$802.47	\$802.47	-\$802.47	0.00
1211 TUITION-DAY TIME	\$205,380.35	\$4,963.85	\$112,739.76	\$117,703.61	\$87,676.74	57.31
1212 TUITION - AT&D	\$81,885.47	\$7,064.60	\$21,027.39	\$28,091.99	\$53,793.48	34.31
1213 TUITION - IT&D	\$30,178.80	\$2,342.50	\$18,406.78	\$20,749.28	\$9,429.52	68.75
1214 GED TESTING FEES	\$2,425.50	\$773.75	\$1,712.50	\$2,486.25	-\$60.75	102.5
1290 TUITION - SAFETY	\$202,175.33	\$14,655.00	\$103,231.01	\$118,086.01	\$84,089.32	58.41
1310 INTEREST EARNINGS	\$6,416.36	\$187.83	\$2,121.38	\$2,309.21	\$4,107.15	35.99
1360 INTEREST ON TAXES	\$0.00	\$160.73	\$366.90	\$529.63	-\$529.63	0.00
1410 INCUBATOR RENTS	\$6,733.96	\$1,047.98	\$2,204.94	\$3,252.92	\$3,481.04	48.31
1440 SALE OF SCHOOL PROPERTY	\$32,312.11	\$0.00	\$20,614.60	\$20,614.60	\$11,697.51	63.80
1450 BOOKSTORE REVENUE	\$120,409.85	\$7,298.49	\$68,869.24	\$76,167.73	\$44,242.12	63.26
1470 SHOP REVENUE	\$98,800.83	\$12,394.20	\$52,593.90	\$64,988.10	\$33,812.73	65.78
1492 RESALE	\$67,763.28	\$12,713.25	\$22,655.45	\$35,368.70	\$32,394.58	52.19
1570 INCUBATOR UTILITIES	\$1,470.97	\$249.31	\$1,032.51	\$1,281.82	\$189.15	87.14
1590 MISC REIMBURSEMENTS	\$14,171.75	\$325.00	\$5,913.87	\$6,238.87	\$7,932.88	44.02
1650 DROPOUT/SHARE CONTRACTS	\$98,903.11	\$0.00	\$42,177.90	\$42,177.90	\$56,725.21	42.65
SOURCE TOTAL	\$7,288,754.38	\$390,402.05	\$1,081,288.46	\$1,471,690.51	\$5,817,063.87	
ESTIMATED:				\$1,470,358.41	\$5,818,395.97	20.17
UNESTIMATED:				\$1,332.10		
TOTAL UNCOLLECTED SURPLUS:	\$5,818,456.72					
TOTAL OVERCOLLECTED:	\$60.75					
STATE SOURCES						
3160 FARM IMPLEMENT TAX STAMP	\$0.00	\$103.47	\$184.02	\$287.49	-\$287.49	0.00
3430 ADULT ED / STATE GED	\$19,397.04	\$0.00	\$9,698.52	\$9,698.52	\$9,698.52	50.00
3620 STATE LAND REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
3690 EDUC RISING & TEACH OKLA	\$0.00	\$0.00	\$700.00	\$700.00	-\$700.00	0.00
3819 FORMULA OPERATIONS	\$2,063,338.00	\$171,920.00	\$859,600.00	\$1,031,520.00	\$1,031,818.00	49.99
3833 CUSTOM / SAFETY	\$113,851.00	\$9,488.00	\$48,690.00	\$58,178.00	\$55,673.00	51.10
3836 BID ASSISTANCE - STATE	\$24,357.00	\$0.00	\$11,625.00	\$11,625.00	\$12,732.00	47.73
3837 BROKER AGENT / MEA	\$74,600.00	\$4,883.32	\$53,183.95	\$58,067.27	\$16,532.73	77.84
3844 FIREFIGHTING TRAINING	\$1,316.00	\$0.00	\$1,080.00	\$1,080.00	\$236.00	82.07
3852 TANF - STATE	\$29,100.00	\$2,425.00	\$12,125.00	\$14,550.00	\$14,550.00	50.00
3856 DROPOUT RECOVERY	\$78,659.00	\$0.00	\$19,058.34	\$19,058.34	\$59,600.66	24.23
3858 DROPOUT (PRIOR)	\$0.00	\$0.00	\$11,862.54	\$11,862.54	-\$11,862.54	0.00
3864 MENTOR TEACHER	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0.00
3892 LOTTERY GRANT	\$148,231.44	\$0.00	\$0.00	\$0.00	\$148,231.44	0.00
SOURCE TOTAL	\$2,555,099.48	\$188,819.79	\$1,027,807.37	\$1,216,627.16	\$1,338,472.32	
ESTIMATED:				\$1,203,777.13	\$1,351,322.35	47.11
UNESTIMATED:				\$12,850.03		

\$1,351,322.35

PIONEER TECHNOLOGY CENTER

12/31/2019

Budget Year 20

TREASURER'S MONTHLY REVENUE SUMMARY

REVENUE SOURCE	ESTIMATED REVENUES	CURRENT COLLECTED	PREVIOUS YTD COLLECTED	TOTAL COLLECTED	VARIANCE	% OF EST COLL.
TOTAL UNCOLLECTED SURPLUS:						
TOTAL OVERCOLLECTED:	\$0.00					
FEDERAL SOURCES						
4611 ABE TITLE 13, 95-561	\$131,974.67	\$0.00	\$25,891.91	\$25,891.91	\$106,082.76	19.62
4611 IELCE	\$11,647.94	\$0.00	\$833.99	\$833.99	\$10,813.95	7.16
4611 CORRECTIONS	\$20,778.51	\$0.00	\$5,311.50	\$5,311.50	\$15,467.01	25.56
4611 ABE/LITERACY/CORR (PRIOR)	\$0.00	\$0.00	\$50,159.95	\$50,159.95	-\$50,159.95	0.00
4613 ABE / TANF	\$66,630.00	\$5,250.00	\$21,000.00	\$28,250.00	\$40,380.00	39.40
4613 ABE / TANF (PRIOR)	\$0.00	\$0.00	\$4,250.00	\$4,250.00	-\$4,250.00	0.00
4750 CHILD & ADULT FOOD	\$10,318.53	\$2,429.35	\$5,421.81	\$7,851.16	\$2,467.37	76.09
4821 PERKINS - SECONDARY	\$81,882.00	\$0.00	\$8,125.88	\$8,125.88	\$73,556.12	9.96
4821 TCTW	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0.00
4821 PERKINS / TCTW (PRIOR)	\$0.00	\$0.00	\$26,263.08	\$26,263.08	-\$26,263.08	0.00
4836 BID ASSISTANCE - FEDERAL	\$22,153.00	\$3,875.00	\$7,172.00	\$11,047.00	\$11,106.00	49.87
4852 TANF - FEDERAL	\$193,000.00	\$0.00	\$0.00	\$0.00	\$193,000.00	0.00
4852 TANF (PRIOR)	\$0.00	\$0.00	\$102,064.96	\$102,064.96	-\$102,064.96	0.00
4874 PELL GRANTS	\$206,428.30	\$7,370.00	\$118,572.00	\$125,942.00	\$82,486.30	60.43
4874 PELL GRANT (PRIOR)	\$0.00	\$0.00	\$18,050.00	\$18,050.00	-\$18,050.00	0.00
4877 FSEOG	\$4,877.10	\$0.00	\$1,750.00	\$1,750.00	\$3,127.10	35.88
SOURCE TOTAL	\$783,490.05	\$18,924.35	\$394,867.08	\$413,791.43	\$349,696.62	
ESTIMATED:				\$213,003.44	\$550,486.61	27.90
UNESTIMATED:				\$200,787.99		
TOTAL UNCOLLECTED SURPLUS:	\$550,486.61					
TOTAL OVERCOLLECTED:	\$0.00					
REVENUE SOURCE TOTAL	\$10,607,343.91	\$598,146.19	\$2,503,962.91	\$3,102,109.10	\$7,505,234.81	
NON-REVENUE RECEIPTS						
5190 MISC REV TRANSFERRED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
SOURCE TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
ESTIMATED:				\$0.00	\$0.00	
UNESTIMATED:				\$0.00		
TOTAL UNCOLLECTED SURPLUS:	\$0.00					
TOTAL OVERCOLLECTED:	\$0.00					
BALANCE SHEET ACCOUNTS						
6110 CASH FORWARD	\$2,372,881.08	\$0.00	\$2,372,881.08	\$2,372,881.08	\$0.00	100.0
6140 ESTOP CHECKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
SOURCE TOTAL	\$2,372,881.08	\$0.00	\$2,372,881.08	\$2,372,881.08	\$0.00	
ESTIMATED:				\$2,372,881.08	\$0.00	100.0
				\$0.00		

PIONEER TECHNOLOGY CENTER

TREASURER'S MONTHLY REVENUE SUMMARY

12/31/2019

Budget Year 20

REVENUE SOURCE	ESTIMATED REVENUES	CURRENT COLLECTED	PREVIOUS YTD COLLECTED	TOTAL COLLECTED	VARIANCE	% OF EST COLL.
UNESTIMATED:						
TOTAL UNCOLLECTED SURPLUS:	\$0.00					
TOTAL OVERCOLLECTED:	\$0.00					
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NON-REVENUE SOURCE TOTAL	\$2,372,881.08	\$0.00	\$2,372,881.08	\$2,372,881.08	\$0.00	
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FUND	\$12,980,224.99	\$598,146.19	\$4,876,843.99	\$5,474,990.18	\$7,505,234.81	
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ESTIMATED:				\$5,260,020.08		40.62
UNESTIMATED:				\$214,970.12		
TOTAL UNCOLLECTED SURPLUS:	\$7,720,265.68					
TOTAL OVERCOLLECTED:	\$60.75					
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BUILDING FUND						
LOCAL SOURCES						
1110 AD VAL TX LV (CUR YR)	\$2,593,880.05	\$77,957.53	\$0.00	\$77,957.53	\$2,515,922.52	3.01
1121 AD VAL TX LV (PRIOR)	\$500,000.00	\$81,587.21	\$296,078.97	\$377,666.18	\$122,333.82	75.53
1130 REV IN LIEU OF TAX	\$0.00	\$0.00	\$401.23	\$401.23	-\$401.23	0.00
1310 INTEREST EARNINGS	\$12,550.31	\$1,192.04	\$6,151.76	\$7,343.80	\$5,206.51	68.52
1590 MISC REIMBURSEMENT	\$66,868.45	\$0.00	\$0.00	\$0.00	\$66,868.45	0.00
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SOURCE TOTAL	\$3,175,298.81	\$160,736.78	\$302,631.96	\$463,368.74	\$2,711,930.07	
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ESTIMATED:				\$462,967.51	\$2,712,331.30	14.58
UNESTIMATED:				\$401.23		
TOTAL UNCOLLECTED SURPLUS:	\$2,712,331.30					
TOTAL OVERCOLLECTED:	\$0.00					
<hr/>						
STATE SOURCES						
3160 FARM IMPLEMENT TAX STAMP	\$0.00	\$50.57	\$89.94	\$140.51	-\$140.51	0.00
3620 STATE LAND REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
<hr/>						
SOURCE TOTAL	\$0.00	\$50.57	\$89.94	\$140.51	-\$140.51	
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ESTIMATED:				\$0.00	\$0.00	
UNESTIMATED:				\$140.51		
TOTAL UNCOLLECTED SURPLUS:	\$0.00					
TOTAL OVERCOLLECTED:	\$0.00					
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REVENUE SOURCE TOTAL	\$3,175,298.81	\$160,787.35	\$302,721.90	\$463,509.25	\$2,711,789.56	
<hr/>						
BALANCE SHEET ACCOUNTS						
6110 CASH FORWARD	\$4,066,721.62	\$0.00	\$4,066,721.62	\$4,066,721.62	\$0.00	100.0
<hr/>						
SOURCE TOTAL	\$4,066,721.62	\$0.00	\$4,066,721.62	\$4,066,721.62	\$0.00	
<hr/>						
				\$4,066,721.62	\$0.00	100.0

PIONEER TECHNOLOGY CENTER

TREASURER'S MONTHLY REVENUE SUMMARY

12/31/2019

Budget Year 20

REVENUE SOURCE	ESTIMATED REVENUES	CURRENT COLLECTED	PREVIOUS YTD COLLECTED	TOTAL COLLECTED	VARIANCE	% OF EST COLL.
ESTIMATED:						
UNESTIMATED:				\$0.00		
TOTAL UNCOLLECTED SURPLUS:	\$0.00					
TOTAL OVERCOLLECTED:	\$0.00					
NON-REVENUE SOURCE TOTAL	\$4,066,721.62	\$0.00	\$4,066,721.62	\$4,066,721.62	\$0.00	
FUND	\$7,242,020.43	\$160,787.35	\$4,369,443.52	\$4,530,230.87	\$2,711,789.56	
ESTIMATED:				\$4,529,689.13		62.55
UNESTIMATED:				\$541.74		
TOTAL UNCOLLECTED SURPLUS:	\$2,712,331.30					
TOTAL OVERCOLLECTED:	\$0.00					

SUMMARY OF
FINANCIAL ACTIVITIES

**PIONEER TECHNOLOGY CENTER
SUMMARY OF FINANCIAL ACTIVITIES**

12/31/2019

Fiscal Year 0	GENERAL FUND	BUILDING FUND	TOTAL ALL FUNDS
CASH ON HAND:			
BEGINNING MONTHLY BALANCE	178,906.09	39,152.46	218,058.55
ADD: MONTHLY RECEIPTS	598,146.19	160,787.35	758,933.54
MATURING INVESTMENTS	175,000.00	0.00	175,000.00
TOTAL CASH:	952,052.28	199,939.81	1,151,992.09
LESS: CHECKS ISSUED	715,397.25	6,480.59	721,877.84
PURCHASE OF INVESTMENTS	723.78	109,161.54	109,885.32
INTEREST ON NON-PAYABLE	0.00	0.00	0.00
BOND INDEBTEDNESS	0.00	0.00	0.00
REPAY-MONEY MGMT.	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00
INTEREST ON BONDS	0.00	0.00	0.00
TRANSFERS	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00
ENDING MONTHLY BALANCE	235,931.25	84,297.68	320,228.93
INVESTMENTS:			
BEGINNING MONTHLY BALANCE	667,943.13	4,067,323.14	4,735,266.27
ADD: INVESTMENTS	723.78	109,161.54	109,885.32
TOTAL INVESTMENTS:	668,666.91	4,176,484.68	4,845,151.59
LESS: MATURING INVESTMENTS	175,000.00	0.00	175,000.00
ENDING MONTHLY BALANCE:	493,666.91	4,176,484.68	4,670,151.59
<hr/>			
TOTALS:			
END OF MONTH CASH BALANCE:	235,931.25	84,297.68	320,228.93
END OF MONTH INV. BALANCE:	493,666.91	4,176,484.68	4,670,151.59
TOTAL CASH:	729,598.16	4,260,782.36	4,990,380.52
ADD: OUTSTANDING CHECKS	11,796.21	0.00	11,796.21
TOTAL MONIES:	741,394.37	4,260,782.36	5,002,176.73

OPEN INVESTMENT LEDGER

PIONEER TECHNOLOGY CENTER

Open Investment Ledger

Invest #	CHECK #	DATE	BANK NAME	AMOUNT	RATE	MATURITY DATE
560224 GEN	0	7/1/2019	EQUITY BANK	493,666.91	0.320	06/30/2020
TOTAL OPEN INVESTMENTS FOR 0 - 11 GENERAL FUND				493,666.91		
560224 BLD	0	7/1/2019	EQUITY BANK	4,176,484.68	0.320	06/30/2020
TOTAL OPEN INVESTMENTS FOR 0 - 21 BUILDING FUND				4,176,484.68		
560224 GEN	0	7/1/2019	EQUITY BANK	115,362.61	0.320	06/30/2020
TOTAL OPEN INVESTMENTS FOR 9 - 11 GENERAL FUND				115,362.61		
560224 BLD	0	7/1/2019	EQUITY BANK	174,793.45	0.320	06/30/2020
TOTAL OPEN INVESTMENTS FOR 9 - 21 BUILDING FUND				174,793.45		
TOTAL OF ALL INVESTMENTS				4,960,307.65		

BANK PLEDGING- FY 2020

December 31, 2019

Bank Name	Pledge Agreement	Tri-Party Pledge & Custody Agreement	Certification of Adoption	Instrument Pledged	Receipt Dated	Amount Pledged	Maturity Date	Date Released
Bank of Oklahoma	YES	YES	YES					
Central National Bank - Blackwell	YES	NO	YES					
EQUITY BANK – Newkirk/Ponca		YES		FNMA Pool #MA3181 Id#627684	10/01/17	4,700,000	11/01/37	
EQUITY BANK – Newkirk/Ponca		YES		FNMA Pool #MA1290 Id#628795	01/31/18	4,600,000	12/01/32	
EQUITY BANK – Newkirk/Ponca		YES		FNMA Pool #MA3181 Id#629085	02/27/18	400,000	11/01/37	
EQUITY BANK – Newkirk/Ponca		YES		FNMA Pool #AL7654 Id #633383	01/25/19	4,000,000	09/01/35	
EQUITY BANK – Newkirk/Ponca		YES		FNMA Pool #AS7643 Id #635558	06/27/19	60,000	09/01/35	
First National of Oklahoma - Ponca City	YES	YES	YES					
RCB Bank – Ponca City	YES	YES	YES					
Service Bank/Farmers – Tonkawa	YES	YES	YES					

Notes: All banks have additional collateral of \$250,000 FDIC
Equity Bank – Sweep account is covered by additional securities as listed below.

Securities Pledged

Issuer	Collateral Percentage	CUSIP Number	Maturity Date	Coupon Rate	Current Par Value	Market Value	Fair Market Value Fractional Interest % Fractional Interest \$	Balance Covered
FMNA Pool MA1307	100.00%	31418ANZ7	01/01/2033	0.0000%	\$1,780,154.08	\$1,789,660.05	18.03214897010946% \$322,714.13	\$322,518.80
								<u>\$322,518.80</u>

YEARLY COMPARISON

PIONEER TECHNOLOGY CENTER
 General Fund Yearly Comparison
 Fiscal Year 2019-2020

	<u>FY 2018-2019</u>	<u>FY 2019-2020</u>	<u>DIFFERENCE</u>
FUND BALANCE (CARRYOVER)	2,054,160.60	2,372,881.08	\$318,720.48
INCOME FOR JULY	329,704.45	273,005.32	(\$56,699.13)
INCOME FOR AUGUST	548,567.91	436,017.23	(\$112,550.68)
INCOME FOR SEPTEMBER	503,135.91	586,236.50	\$83,100.59
INCOME FOR OCTOBER	522,554.13	556,418.77	\$33,864.64
INCOME FOR NOVEMBER	542,057.38	652,285.09	\$110,227.71
INCOME FOR DECEMBER	654,831.90	598,146.19	(\$56,685.71)
INCOME FOR JANUARY	3,389,222.93	0.00	\$0.00
INCOME FOR FEBRUARY	945,988.09	0.00	\$0.00
INCOME FOR MARCH	552,753.91	0.00	\$0.00
INCOME FOR APRIL	1,036,508.92	0.00	\$0.00
INCOME FOR MAY	668,377.91	0.00	\$0.00
<u>INCOME FOR JUNE</u>	<u>339,684.49</u>	<u>0.00</u>	<u>\$0.00</u>
INCOME AS OF 12/31/2019	\$12,087,548.53	\$5,474,990.18	\$319,977.90
CHECKS ISSUED FOR JUL	601,740.76	688,665.46	\$86,924.70
CHECKS ISSUED FOR AUG	780,657.45	727,861.70	(\$52,795.75)
CHECKS ISSUED FOR SEP	834,495.16	924,945.82	\$90,450.66
CHECKS ISSUED FOR OCT	812,909.88	808,161.47	(\$4,748.41)
CHECKS ISSUED FOR NOV	830,307.83	880,360.32	\$50,052.49
CHECKS ISSUED FOR DEC	706,443.51	715,397.25	\$8,953.74
CHECKS ISSUED FOR JAN	720,513.90	0.00	\$0.00
CHECKS ISSUED FOR FEB	755,402.70	0.00	\$0.00
CHECKS ISSUED FOR MAR	819,477.51	0.00	\$0.00
CHECKS ISSUED FOR APR	788,410.02	0.00	\$0.00
CHECKS ISSUED FOR MAY	1,180,353.18	0.00	\$0.00
CHECKS ISSUED FOR JUN	659,443.67	0.00	\$0.00
<u>CHECKS ISSUED AFTER JUN</u>	<u>168,031.48</u>	<u>0.00</u>	<u>\$0.00</u>
CHECKS ISSUED 12/31/2019	\$9,658,187.05	\$4,745,392.02	\$178,837.43
			\$141,140.47 TOTAL DIFFERENCE

DECEMBER 2019

PIONEER TECHNOLOGY CENTER
 Building Fund Yearly Comparison
 Fiscal Year 2019-2020

	<u>FY 2018-2019</u>	<u>FY 2019-2020</u>	<u>DIFFERENCE</u>
FUND BALANCE (CARRYOVER)	3,542,194.81	4,066,721.62	\$524,526.81
INCOME FOR JULY	45,386.50	14,938.48	(\$30,448.02)
INCOME FOR AUGUST	98,691.37	35,943.04	(\$62,748.33)
INCOME FOR SEPTEMBER	85,484.75	76,927.42	(\$8,557.33)
INCOME FOR OCTOBER	68,307.59	58,671.45	(\$9,636.14)
INCOME FOR NOVEMBER	108,887.97	116,241.51	\$7,353.54
INCOME FOR DECEMBER	189,040.26	160,787.35	(\$28,252.91)
INCOME FOR JANUARY	1,539,111.66	0.00	\$0.00
INCOME FOR FEBRUARY	394,059.28	0.00	\$0.00
INCOME FOR MARCH	53,822.85	0.00	\$0.00
INCOME FOR APRIL	273,117.95	0.00	\$0.00
INCOME FOR MAY	128,796.35	0.00	\$0.00
<u>INCOME FOR JUNE</u>	<u>18,563.28</u>	<u>0.00</u>	<u>\$0.00</u>
INCOME AS OF 12/31/2019	\$6,545,464.62	\$4,530,230.87	\$392,237.62
CHECKS ISSUED FOR JUL	28,325.05	27,333.18	(\$991.87)
CHECKS ISSUED FOR AUG	18,692.38	63,723.06	\$45,030.68
CHECKS ISSUED FOR SEP	32,099.49	67,217.64	\$35,118.15
CHECKS ISSUED FOR OCT	41,522.82	49,753.16	\$8,230.34
CHECKS ISSUED FOR NOV	54,777.63	54,940.88	\$163.25
CHECKS ISSUED FOR DEC	32,033.04	6,480.59	(\$25,552.45)
CHECKS ISSUED FOR JAN	710,410.27	0.00	\$0.00
CHECKS ISSUED FOR FEB	32,878.59	0.00	\$0.00
CHECKS ISSUED FOR MAR	64,347.78	0.00	\$0.00
CHECKS ISSUED FOR APR	158,278.29	0.00	\$0.00
CHECKS ISSUED FOR MAY	245,222.21	0.00	\$0.00
CHECKS ISSUED FOR JUN	453,740.20	0.00	\$0.00
<u>CHECKS ISSUED AFTER JUN</u>	<u>455,906.49</u>	<u>0.00</u>	<u>\$0.00</u>
CHECKS ISSUED 12/31/2019	\$2,328,234.24	\$269,448.51	\$61,998.10
			\$330,239.52 TOTAL DIFFERENCE

DECEMBER 2019

FUNCTION SUMMARY
(Encumbrance Totals)

General

**PIONEER TECHNOLOGY
CENTER**

Function Summary Report 2020

Func	Description	Approp	Encumbered	Spent	Balance
0000	**Appropriated Only	0.00	0.00	0.00	0.00
	0000 FUNCTION TOTAL	0.00	0.00	0.00	0.00
1000	INSTRUCTION	1,681,922.07	301,812.88	346,370.99	1,033,738.20
1500	CLIENT BSD PG - TIPS	879,817.93	443,978.94	434,235.53	1,603.46
1700	Instructional Programs	2,615,529.98	1,290,882.93	1,141,749.92	182,897.13
	1000 FUNCTION TOTAL	5,177,269.98	2,036,674.75	1,922,356.44	1,218,238.79
2100	Supp Svcs-Students	614,444.95	286,245.04	313,407.26	14,792.65
2200	Supp Svcs-Inst Staff	296,807.23	132,981.27	123,461.88	40,364.08
2300	Supp Svcs-Gen Admin	1,292,733.10	266,162.69	330,404.35	696,166.06
2400	Supp Svcs-Sch Admin	1,388,155.73	671,319.51	685,584.42	31,251.80
2500	Supp Svcs-Business	1,039,394.98	410,823.60	530,525.52	98,045.86
2600	Oper&Maint Plant Svc	831,960.64	339,331.76	418,567.89	74,060.99
2700	Stud Transp'n Svcs	265,359.07	80,814.12	74,804.43	109,740.52
	2000 FUNCTION TOTAL	5,728,855.70	2,187,677.99	2,476,755.75	1,064,421.96
3100	Child Nut Prg Oper	1,100.00	169.06	575.94	355.00
3200	OTH ENTPRS SVC OP	648,499.31	225,488.29	252,766.11	170,244.91
	3000 FUNCTION TOTAL	649,599.31	225,657.35	253,342.05	170,599.91
4200	SITE ACQUISITION SVC	0.00	0.00	0.00	0.00
4300	SITE IMPROVEMENT SVC	0.00	0.00	0.00	0.00
4400	ARCH & ENGR SVC	0.00	0.00	0.00	0.00
4700	BLDG IMPR SVC	0.00	0.00	0.00	0.00
	4000 FUNCTION TOTAL	0.00	0.00	0.00	0.00
5200	FND TRANSFER/REIMB	1,000.00	0.00	375.00	625.00
5300	CLEARING ACCOUNT	0.00	0.00	0.00	0.00
5600	CORRECTING ENTRY	2,500.00	0.00	0.00	2,500.00
	5000 FUNCTION TOTAL	3,500.00	0.00	375.00	3,125.00
7200	STUDENT AID	409,000.00	150,606.00	129,894.00	128,500.00
7700	Flex Benefits	0.00	0.00	0.00	0.00
7900	OTHER USES	1,012,000.00	0.00	10,130.89	1,001,869.11
	7000 FUNCTION TOTAL	1,421,000.00	150,606.00	140,024.89	1,130,369.11
8100	RESTR FUND (ST/FED)	0.00	0.00	0.00	0.00
	8000 FUNCTION TOTAL	0.00	0.00	0.00	0.00
	FUND 11 TOTAL	12,980,224.99	4,600,616.09	4,792,854.13	3,586,754.77

Building

**PIONEER TECHNOLOGY
CENTER**

Function Summary Report 2020

Func	Description	Approp	Encumbered	Spent	Balance
0000	**Appropriated Only	0.00	0.00	0.00	0.00
	0000 FUNCTION TOTAL	0.00	0.00	0.00	0.00
1000	INSTRUCTION	603,030.00	0.00	3,030.00	600,000.00
1500	CLIENT BSD PG - TIPS	0.00	0.00	0.00	0.00
1700	Instructional Programs	8,995.00	0.00	8,995.00	0.00
	1000 FUNCTION TOTAL	612,025.00	0.00	12,025.00	600,000.00
2100	Supp Svcs-Students	0.00	0.00	0.00	0.00
2200	Supp Svcs-Inst Staff	0.00	0.00	0.00	0.00
2300	Supp Svcs-Gen Admin	599,530.00	0.00	0.00	599,530.00
2400	Supp Svcs-Sch Admin	0.00	0.00	0.00	0.00
2500	Supp Svcs-Business	27,764.59	1,445.00	26,069.59	250.00
2600	Oper&Maint Plant Svc	334,524.83	135,997.88	163,157.57	35,369.38
	2000 FUNCTION TOTAL	961,819.42	137,442.88	189,227.16	635,149.38
3200	OTH ENTPRS SVC OP	5,000.00	0.00	0.00	5,000.00
	3000 FUNCTION TOTAL	5,000.00	0.00	0.00	5,000.00
4300	SITE IMPROVEMENT SVC	51,000.00	25,837.85	24,787.00	375.15
4400	ARCH & ENGR SVC	150,000.00	69,072.79	60,927.21	20,000.00
4600	BLDG ACQ & CONST SVC	1,200,000.00	0.00	0.00	1,200,000.00
4700	BLDG IMPR SVC	274,000.00	14,486.86	29,574.58	229,938.56
	4000 FUNCTION TOTAL	1,675,000.00	109,397.50	115,288.79	1,450,313.71
5100	DEBT SVC	1,000,000.00	0.00	0.00	1,000,000.00
5300	CLEARING ACCOUNT	0.00	0.00	0.00	0.00
	5000 FUNCTION TOTAL	1,000,000.00	0.00	0.00	1,000,000.00
7700	Flex Benefits	0.00	0.00	0.00	0.00
7900	OTHER USES	2,988,176.01	0.00	0.00	2,988,176.01
	7000 FUNCTION TOTAL	2,988,176.01	0.00	0.00	2,988,176.01
FUND 21 TOTAL		7,242,020.43	246,840.38	316,540.95	6,678,639.10

ACTIVITY ACCOUNT

Pioneer Technology Center
Pioneer Technology Center
Ponca City, OK 74601

December, FY-2020
MTD Summary

Summary Of Accounts

January 03, 2020

For Bank Account: *** 2794	This Report Is True And Correct To The Best Of My Knowledge.	Beginning balance:	105872.33
		Receipts:	47562.14
		Checks:	65565.93
		Adjustments:	-274.28
Date: 1 / 3 / 2020	<i>Mary Jedd</i>	Ending balance:	\$87,594.26

Acct. Name	Beg. Balance	Receipts	Checks	Adjust.	Ending
0001 INTEREST	309.51	0.00	0.00	0.61	310.12
0002 PETTY CASH	140.10	0.00	0.00	0.00	140.10
0005 STUDENT COUNCIL	18497.43	2834.00	0.00	0.00	21331.43
0006 VENDING MACHINES	7894.86	526.46	0.00	0.00	8421.32
0010 BOOKSTORE REVENUES	12298.49	6875.72	7417.49	0.00	11756.72
0011 EQUIPMENT SALES (SURPLUS)	0.00	0.00	0.00	0.00	0.00
0012 FACILITIES RENTAL	0.00	0.00	0.00	0.00	0.00
0013 ABE TESTING FEES	773.75	235.00	773.75	0.00	235.00
0014 INCUBATOR RENTS	1047.98	268.33	1047.98	0.00	268.33
0015 INCUBATOR UTILITIES	249.31	67.76	249.31	0.00	67.76
0016 MISC REIMBURSEMENTS	325.00	729.87	325.00	0.00	729.87
0017 RESALE (CAFETERIA, COSMO)	12713.25	4495.75	12713.25	0.00	4495.75
0018 SHOP REVENUES (CHILD CARE)	12394.20	11981.25	12394.20	0.00	11981.25
0019 TUITION-DAY	9963.85	3956.00	6244.85	-236.50	7438.50
0020 TUITION-AT&D	12064.60	5232.00	7082.60	-38.39	10175.61
0021 TUITION-IT&D	2342.50	1355.00	2342.50	0.00	1355.00
0022 TUITION-SAFETY	14855.00	9005.00	14975.00	0.00	8885.00
0024 SHARE LOCAL	0.00	0.00	0.00	0.00	0.00
0029 ABE SCHOLARSHIP	2.50	0.00	0.00	0.00	2.50
TOTALS:	105872.33	47562.14	65565.93	-274.28	\$87,594.26

Monthly Report

January, 2020

Meetings and Activities

- **December 11** – Accreditation team meeting; After Board Report to Staff; Meeting with Bill Rutz – Big Brothers, Big Sisters
- **12** – Area Superintendent Meeting; PowerSchool Enrollment Plugin Webinar; Peachtree Landing Board Meeting; Ponca City Chamber Board Retreat
- **13** – T&I Breakfast; Campus Safety and Security Meeting
- **16** – Cinnamon roll delivery to partner school districts
- **17** – Centers for Workforce Excellence Meeting; BIS Christmas Lunch; Chamber Board Meeting; Architects Meeting for Cosmetology; Business After Hours with PCDA, City of Ponca City and Ponca City Chamber
- **18** – Accreditation Team Meeting; November/December Birthday Luncheon; Diane Anderson Retirement @ P66
- **19** – Last day of the semester; PTC Staff Christmas Party
- **January 3** – Holiday Work Day
- **6** – Admin Team Meeting; Ponca City Chamber Cash Mob
- **7** - Ponca City Business Council Meeting ; Staff Mid-Year Reviews
- **8** – Accreditation Team Meeting; Workforce Tulsa Centers for Workforce Excellence Meeting
- **9** – Area Superintendent Meeting; Peachtree Landing Board Meeting; Staff Mid-Year Reviews
- **10** – Meeting with Heather Cannon about automotive competition; Staff Mid-Year Reviews
- **13** – PTC Supervisor Group Meeting

Full-Time Programs

- Zac Ladner's morning IT Networking students competed in the CyberPatriot competition in December and have advanced to the semifinals on January 24th.
- December 17th – hosted Cowley College representative to visit with all students about opportunities for post-secondary education
- Skills USA students heard from Stacie Hobbs, special events coordinator from the City of Ponca City, on Jan. 10th about motivational techniques and success skill sets.

Business and Industry Services

- Jan. 8th – HR2020 Lunch and Learn – Robert Howard
- Jan. 14th - Leadercast Women (session #3 of 4) – Corbin DeWitt
- PTC will be providing a blended program with an online component and face-to-face training for Firefighter 1 to be open to volunteer fire

department personnel in Oklahoma. This will be a partnership with Oklahoma State Firefighters Association and OSU Fire Service Training. OSFA received a grant to pay for the tuition (\$1,600) and bunker gear (\$5,000) for completers. Enel Green Energy is also partnering to pay for the textbooks (\$75). The class at PTC will be the first of the year, and will host 30 students. It starts in February and ends in May.

- Hoping to start another truck driver training class on Feb. 12th.

Capital Planning

- December 17th- met with architects and construction manager to review equipment and furnishings lists for Cosmetology

Upcoming Events

- Jan. 15th – Oklahoma Business Tax – Ben Evans
- Jan. 16th – Tonkawa Chamber Banquet
- Jan. 17th- PTC Professional Day
- Jan. 20th – Newkirk Chamber Banquet
- Jan. 21st – 22nd – CTE Superintendent Meeting – Austry
- Jan. 22nd – Keep it Local – Dawn Brakey
- Jan. 29th - Hemp Production – Jeff Lockett
- Jan. 30th – Ponca City Chamber Banquet
- Jan. 31st – Blackwell Chamber Banquet
- Feb. 5th – PC Chamber Lunch and Learn – Disaster Preparedness presented by Jason Junkins – Robert Howard

**Directors' Report to the PTC Board of Education – January 2020
(Alphabetic by Area)**

Business & Industry Services & Safety

- The BIS team conducted over 81 one-on-ones/consults for a total of 83.50 counseling hours.
- Ben Evans, Robert Howard and Dawn Brakey provided technical assistance to clients resulting in client awards/client savings of approximately \$1,830,680.00.
- The BIS team also logged 2,218 contact hours with district clients.
- Our AT&D classes generated revenues of \$12,337.
- The revenue generated from our Safety training is \$9,005.
- Of the four AT&D on-campus classes that began in December, three offer a certification upon successful completion. The certification provides eligibility for new jobs or continuing education to maintain certification for current positions. The breakdown is as follows:

○ CMA	9
○ First Aid	4
○ <u>MAT Update</u>	<u>11</u>
○ Total Students	24
- The Christmas Cookies class was a great success for AT&D in December.
- The Winter/Spring AT&D schedule went out the first week in December.
- Upcoming Advanced Welding; CNA (morning); Backyard Poultry, Spring Gardening and Flowers; Get Going with Computers; and Excel classes are already full or close to capacity.
- Carl Storm coordinated on going safety training. The Safety Team worked over the holiday break and even on weekends to help P66 respond to urgent needs at the refinery.
- Corbin Dewitt coordinated Leadercast women with 20 attending.
- Corbin along with Janet Schwabe facilitated mission focus group interviews for Cookshack with 48 attending.
- Molly Kyler and Corbin Dewitt coordinated The 5 Waves of Trust with Hospice of North Central Oklahoma leadership team with 8 attending.
- Johnny Thornburgh coordinated Wildland Firefighting Fundamentals with 16 attending.
- Sylvia Urioste coordinated First Aid and CPR for White Eagle Transit and Maintenance Tech. training for Otoe Housing.
- Molly Kyler serves on ODCTE's BIS Advisory Board and this quarter's meeting covered possible changes to the Gold Star School application in the BIS area.

On the horizon...

- January 8 - SHRM – HR-2020 Update
- January 14 – Take Courage Leadercast Women
- January 15 – Oklahoma Business Tax
- January 29 – Hemp Production (Commercial Use)
- February 5 – 1 Million Cups Presentation – Opportunity Center
- February 12 – Truck Driver Training
- March 4 – 1 Million Cups Presentation – Her Review/Kids Review

Communications & Marketing

- Organization and assistance with Christmas parties, invites and activities.
- Facebook live assistance for 1 Million Cups.
- Event flyers were created for several activities throughout the campus.

- Website updates were done weekly and social media updates were updated daily.
- A video was created as a greeting for the Christmas and holiday season.
- Created Silent Auction Form to sell a rolling table for CTSO fundraiser.
- Work continues on the Foundation Board Wall, frames are ordered and wording.
- Press Releases and photos were sent to area newspapers highlighting our activities.
- Terri Busch lead the Communications and Marketing Council meeting in December at the Francis Tuttle Innovation Center.
- Assisted with 8th grade tours in music and graphics to welcome the students.
- Held Mid-Year Review with Angie Ogden, Graphics Design/Marketing Specialist
- Participated in Mid-Year Review with Traci Thorpe.
- Communication and Marketing Goals were updated to reflect new direction with Event Espresso on our website.
- Working to explore payment options with Finance for the Event Espresso software added to our website.
- Working on new Summer Camp theme for June with Student Services.
- Angie Ogden created new graphics for 2020 enrollment T-shirts. Working with Student Services so they can choose their favorite design.
- Met with Kahle Goff, Ryan Burkett and Angie Ogden to discuss Summer Academies. Marketing will be the main contacts and set-up all registration for the academies.

Instructional Services

Instructional Directors

- The second semester started on Monday, January 6th.
- Kahle Goff participated in a webinar to discuss new features to the StopIt app used for online bullying reporting.
- Kahle Goff participated in the Opportunity Center Board Meeting.
- Kahle Goff participated in Business and Industry Day during Leadership Newkirk.
- Kahle Goff and Dr. Burkett and Terri Busch met to discuss Summer Academies at PTC and start the planning process for June and July.
- Kahle Goff and Dr. Burkett participated in the T&I Breakfast.
- Kahle Goff and Mike Orr met to begin the process of writing a Mutual Aid Agreement with Ponca City Public Schools. The aid agreement is focusing on support after a major disaster or act of violence.
- Dr. Burkett and Mrs. Keelin attended an internship opportunity meeting with Farmer's Insurance Company representatives.
- Mrs. Keelin along with Mr. Lynes and Mrs. Dickerson attended OSSBA meeting: Socially Savvy: The Legal In's and Out's of Student and Employee Social Media Use
- Mrs. Keelin attended NERA (New Emergency Resource Agency) Board Meeting and the SRN (Survivor Resource Network) Board Meeting
- Ms. Allan attended the Tonkawa Art in the Park board meeting for discussion and planning of fund raiser.
- Ms. Allan was in attendance of the Tonkawa School Board meeting.
- Ms. Allan participated at the Parks & Rec. Committee meeting to continue discussion on progress of the pool initiative.
- Ms. Allan met with the new Enid area OBI coordinator, Beth Ann Bayless. She will be working with PTC on all future blood drives.

- Mr. Goff, Dr. Burkett, Mrs. Keelin and Mrs. Allan participated in the ODCTE Lottery Scholarship selection criteria revision.

Adult Health Programs

Medical Assisting:

- Students have returned and are gearing up to begin clinical rotations.

Practical Nursing:

- Students enjoyed the holiday break and are ready to continue with theory and curriculum.
- Students will host January OBI blood drive on January 22nd.
- NOC is hosting a Health Career Fair this month and PTC nursing class is encouraged to attend.

Health, BITE and Special Programs

-

Academic Math:

- Algebra 2 is working on Polynomial Functions. We have begun to analyze the graphs and write equations.
- Geometry will be working with Triangles for the next few Chapters. In this chapter, we are looking at mid-segments, angle bisectors, and perpendicular bisectors.
- Math of Finance is learning about negotiating and bargain shopping.
- Math Analysis used Desmos to interactively work with Polynomial functions, mastered it, and have moved onto rational functions.

HCC1:

- Students have started and are working on:
 - a. Anatomy Senses Unit, Blood Unit, & Cardiovascular System. Students have participated in numerous activities such as dissecting sheep eyes, putting their senses to the test, making blood component slime, blood typing, and drawing the human heart.
 - b. Core Cultural Diversity, Teamwork, & Vital Signs. Students have participated in numerous activities such as case studies, discovering various religious beliefs, creating escape rooms, and vital sign skills.
 - c. Medical Terminology Senses Unit & Cardiovascular System.
- Career Center: all first year students are studying and continuing to work on obtaining their work keys certifications. Several students have obtained certifications already. Second year students are learning communication techniques & job readiness skills during Employability Training.
- HOSA-We currently have 32 students from the HCCI Class studying for HOSA State Leadership

HCC2:

- Career Majors-Students have selected individual career majors to complete before May.
- ACNA: (Advanced Acute Care Nursing Assistant or Pre-Nursing) Pre-Nursing students have completed the Wound Care & Sterile Technique, Respiratory Care, and Digestive Care Units. These students have also mastered numerous skills with each of the above units.
- PhT: (Pharmacy Technician) Pharmacy students have been working in the Medical Review Unit. Pharmacy students have also learned about the Top 300 Drugs, Controlled Substance Logs, researching medications, interviewing skills, and communications skills.
- VA: (Veterinary Assistant) Veterinary students have worked on/completed Veterinary Assistant-Phase One. Veterinary Assistant students have also learned numerous skills with each of the above listed units.
- Clinicals- We begin clinicals in February. All students will rotate to various sites to experience

and gain valuable real life situations with patients.

ABE/HSE:

- Another graduate from the KCDC—Graduation celebration is on Tuesday
- Osage County Program enrollment Tuesday, January 14.

SHARE:

- SHARE has a total of 3 students who finish their credits for graduation.
- Have also added 3 new students and have other prospects calling.
-

New Beginning:

- Had 2 students in CMA class
- All students placed in work sites in the Kay County Area for Christmas Break
- Have a total of 32 students
- 4 students became employed in December in their field of study

Teacher Prep:

- In the month of December we focused on doing 'Random Acts of Kindness' for our fellow students and staff. This was a great opportunity to plan and focus on others.
- Students completed new bulletin boards for our C hallway.
- Our afternoon classes completed their tutoring at Lincoln Elementary. Don Jorgenson who supervises the tutoring program was very complimentary of our students!

Children's Lab and Preschool:

- Held Winter Party and invited parents to come to do activities and have refreshments with their child.
- Elaina Howe officially began as our two-year-old teacher and the kids just love her.
- All required criteria were met to continue our accreditation for the coming year. We will begin the process of working towards our 5-year renewal in the next year.

BITE:

- Students are gearing up for BPA State competitions in March and working on choosing their competitions.
- Both programs have a field trip planned for Paycom in OKC January 29
- The BITE Admin program still has 4 students doing internships. Two at the Kay County Court House. One at Cookshack and the other at Head Country. They will complete these at the end of January.
- The BITE IT program had several program completers at the Winter Break. They also competed in the State Round of CyberPatriot and had one team make it to the semifinals. They compete at the end of the month.

T&I and Service Programs

Automotive

- Students are working on completing live-work projects
- Meeting with Heather Cannon to discuss internship and Tech-to-Technician competition opportunities
- We use Google Classroom as digital curriculum to enhance instruction

Construction

- Completing Pioneer Woman Museum chicken coop
- Starting work on Lydie's Cottage dog house replica
- We use NCCER digital curriculum to enhance instruction

Cosmetology

- 1st year students are working on completing required lessons

- 2nd year students are performing live-work in the shop with customers
- We use MyLady digital curriculum to enhance instruction

Criminal Justice

- We have been preparing for Physical Fitness Challenge
- We are also preparing for Skills USA Leadership and Skills USA State Competitions
- We use Police One digital curriculum to enhance instruction

Culinary Arts

- Researching dishes to use for ProStart Competition
- We use Google Sites as digital curriculum to enhance instruction

Firefighter/EMT

- EMT instruction is underway
- Mr. Vap is helping to organize volunteer fire department firefighter I training
- We use Resource One digital curriculum to enhance instruction

Fleet & Facilities Management

- Preparing for SkillsUSA Contest
- Students continuing work on selected projects
- We use Google searches to create tests as digital curriculum to enhance instruction

Industrial Tech

- Have started EVERY student working to get Digital Volt Ohm Multimeter certification by the end of February
- Working on curriculum change(s)
- We use Amatrol digital curriculum to enhance instruction

Machine Tool

- Our class has been working on advanced CNC programming and 3D modeling from scratch.
- Mr. McMartin has been collecting quotes for equipment request, and preparing to start my spring classes, Psychology, Ethics and First Aid.
- We use <https://www.toolingu.com/> digital curriculum to enhance instruction

Welding

- Working out the details for providing weld certification tests in the evening for local welders
- We use American Welding Society digital curriculum to enhance instruction

Student Services

Student Services

- We ended the semester strong and are well on our way to finish the year! 8th Grade Days were a success for all district schools.
- Students checked all grades, attendance and progress with SWP Q2 reviews for any needed semester changes.
- Lacey and Nancy both had surgery over the holidays, but we are glad to say are now back with us and all is well.
- I worked with the PTC Foundation Board and am excited to say they awarded \$15,000 in student scholarships for this semester.
- Happy New Year and Board Appreciation Month! Student Services thanks each of you for your dedication and support! You're the best...☺

Career Center

- December was busy with 8th grade tours, SWPQ2 review and preparing students for and taking WorkKeys assessments.

Career Development Facilitator

- In December, we hosted about 650 students on our campus during the 8th Grade Days event; the visitors had a great time and wished they could have more time in each program area! We are kicking off the new semester with goal setting and personality assessments for the 8th graders.

Assessment Facilitator

- There were 92 testers during the month of December. The new Oklahoma Department of Agriculture Pesticide exams through PearsonVue have really taken off. The ESSP Division is planning a Symposium in March to assist teachers and testers with special needs students. We had a planning meeting this month to set the schedule and secure speakers. I was a part of the Special Ed Teachers Meeting and helped with 8th grade tours.

Disabilities Specialist/Job Placement Facilitator

- Continued planning for the North Central Transition Fair to be held in conjunction with PTC Preview Night.
- Hosted Cowley College Day.
- Attended the BIS Staff meeting.
- Grades and Attendance sent to all sending schools for IEP/504 students.
- Continue updating drops/completions on all IEP and Job Placement listings.

Plant/Facilities

- Working with burglar alarm vendor to correct a few problems from the prior installation of the new system. (Many false alarms over the holiday break).
- Routine holiday cleaning, including waxing the hallways.
- Bus repairs over the holiday break.
- Receiving equipment and furniture requests. (Meeting with Galaxie Business Furniture on 1/22/2020).
- Required drills to be completed. (Fire and Intruder within the first 15 days of the new semester).

Paper Clips
December 2019

It has been our greatest



serving the Newkirk area this year.



PIONEER TECHNOLOGY CENTER
2101 N. ASH, PONCA CITY, OK 74604 | PIONEERTECH.EDU | 580.762.8336

It has been our greatest




serving the Tonkawa area this year.




PIONEER TECHNOLOGY CENTER
2101 N. ASH, PONCA CITY, OK 74604 | PIONEERTECH.EDU | 580.762.8336

It has been our greatest



-serving the Fairfax area this year.



PIONEER TECHNOLOGY CENTER
2101 N. ASH, PONCA CITY, OK 74604 | PIONEERTECH.EDU | 580.762.8336

PAGE 10, GOOD NEWS | Wednesday, December 25, 2019

It has been our greatest



-serving the Ponca City area this year.



PIONEER TECHNOLOGY CENTER
2101 N. ASH, PONCA CITY, OK 74604 | PIONEERTECH.EDU | 580.762.8336

It has been our greatest



serving the Blackwell area this year.

Pioneer Tech becomes pesticide applicator testing center

Press Release

Ponca City — Pioneer Technology Center is a new testing site for the Oklahoma Department of Agriculture, Food and Forestry.

Before 2018, all testing for the ODAFF was handled in-house while test takers travelled to places like Oklahoma City or Tulsa. Last year ODAFF formed a partnership with PSI Test Center as a new contractor for applicator testing.

“Pioneer Tech has become a coveted location where tests can be taken for commercial and non-commercial applicators,” assessment center facilitator Sheila Foxworthy said. “We are thrilled to offer additional testing opportunities for our community.”

Under Oklahoma law applicators must be tested to apply pesticides for compensation. In this ODAFF testing category there are 28 different tests that can be taken at PTC.

All PSI testing is done on Tuesdays in the Assessment Center at PTC, test takers must

visit the PSI Web site to create an account and make reservations for the dates they choose.

“It’s a great opportunity for this testing to be available at Pioneer Tech. It makes it convenient for local individuals testing commercially and in 2020 for farmers and

ranchers. We appreciate the partnership,” OSU extension associate for pesticide safety education Charles Luper said.

For more information about Pioneer Tech’s assessment testing center, call (580) 718-4222 or visit pioneerotech.edu.

Pioneer Tech becomes testing center for Pesticide Applicators

Pioneer Technology Center (PTC) is a new testing site for the Oklahoma Department of Agriculture, Food and Forestry (ODAFF). Before 2018 all testing for the department was handled in house while test takers travelled to places like Oklahoma City or Tulsa. Last year ODAFF formed a partnership with PSI Test Center as a new contractor for applicator testing.

"Pioneer Tech has become a coveted location where tests can be taken for commercial and non-commercial applicators," said Sheila Foxworthy, Assessment Center Facilitator. "We are thrilled to offer additional testing opportunities for our community."

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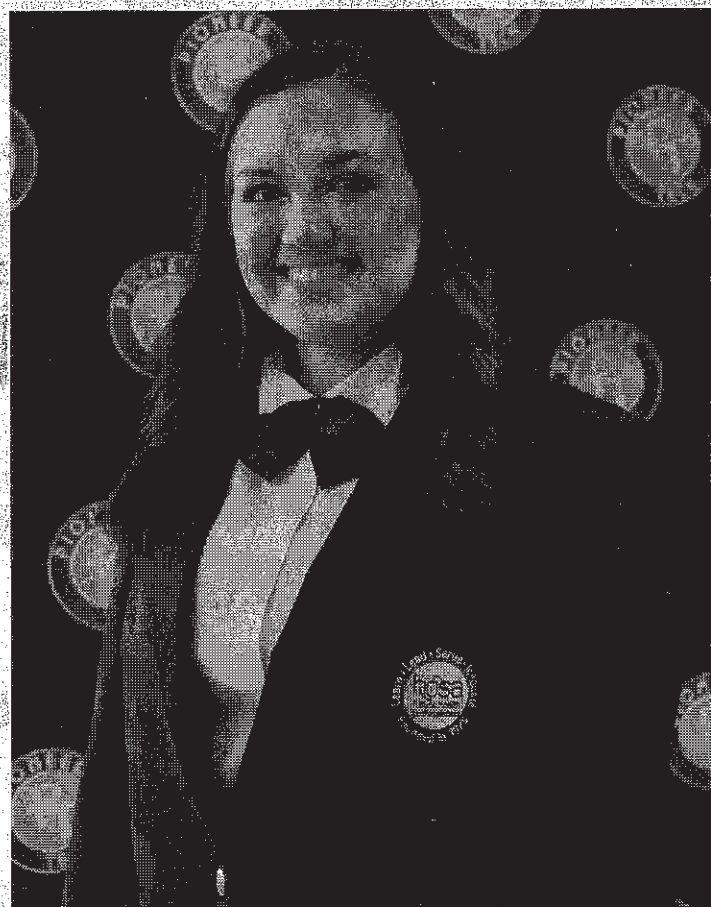


Pioneer Technology Center (PTC) is a new testing site for the Oklahoma Department of Agriculture, Food and Forestry (ODAFF). Test takers must visit the PSI website to create an account and make reservations for the dates they choose. Pictured left to right Charles Luper, OSU Extension Associate for Pesticide Safety Education and Sheila Foxworthy, Assessment Center Facilitator. For more information call 580-718-4222 or visit pioneertech.edu.

at Pioneer Tech, test takers must visit the PSI website to create an account and make reservations for the dates they choose. "It's a great opportunity for this testing to be available at Pioneer Tech. It makes it convenient for local individuals testing commercially and in 2020 for farmers and ranchers. We appreciate the partnership," said Charles Luper, OSU Extension Associate for Pesticide Safety Education.

For more information about Pioneer Tech's Assessment Testing Center call 580-718-4222 or visit pioneertech.edu

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State officer

Kylie Sheets from the Health Career Certification (HCC) program at Pioneer Tech was elected as a 2019-2020 HOSA (Future Health Professionals) State Officer. The Newkirk senior was elected at the HOSA Fall Leadership Conference and will serve in her position until November of 2020. Amber Feaster, HCC instructor, says, "I'm extremely proud of Kiley and her outstanding accomplishment in becoming an officer. I am excited to watch her leadership abilities blossom over the next year." HOSA State Officers serve as ambassadors and are available as necessary, to promote the student organization throughout their state and fulfill the duties assigned to them. Sheets will attend several different conferences throughout the year and during the summer. For more information about Pioneer Technology Center's programs and initiatives, call 580-762-8336 or visit their website www.pioneertech.edu.

Pioneer Tech becomes new testing site

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"It's a great opportunity for this testing to be available at Pioneer Tech. It makes it convenient for local individuals testing commercially and in 2020 for farmers and ranchers. We appreciate the partnership," said Charles Luper, OSU Extension Associate for Pesticide Safety Education.

For more information about Pioneer Tech's Assessment Testing Center call 580-718-4222 or visit pioneertech.edu.



Pioneer Tech student of the month

Jordan George is the Pioneer Technology Center (PTC) Trade and Industry November Student of the Month. He is a senior at PO- HI. According to his instructor George has perfect attendance, a positive attitude, a strong work ethic and is a leader in the classroom and the field. This past summer George attended a week long OHP (Oklahoma Highway Patrol) Cadet Lawman Academy in Warner, Oklahoma. His future plans include attending NOC Tonkawa and getting his Associates Degree to pursue a career in Law Enforcement. For more information about Pioneer Technology Center's programs and initiatives, call 580-762-8336 or visit their website www.pioneer-tech.edu.



Student crafts

Titeana Lewis and Gabriela Amaya (left), students in the Medical Assisting program and both from Ponca City, show examples of crafts from their booth and others at Pioneer Tech's first annual Holiday Market on Thursday, November 21st. The tech center raised over \$5,600 during the event while, in conjunction, the Culinary Arts program served around 250 lunches at their annual Thanksgiving Dinner. Terri Busch, Communications and Marketing Coordinator who assisted with planning the event shared, "There was so much happening on our campus on Thursday; it was really exciting to see the community pour into our facility for lunch and the Holiday Market. We are so grateful for their support of our student organizations. We had an amazing team of people set-up and price items and then, of course, the talented students and staff who crafted such beautiful creations. It's definitely going to be an annual event!" For more information about Pioneer Technology Center's programs and initiatives, call 580-762-8336 or visit their website www.pioneerotech.edu.

*Believe in
Tonkawa!
We do!*



Photo Submitted

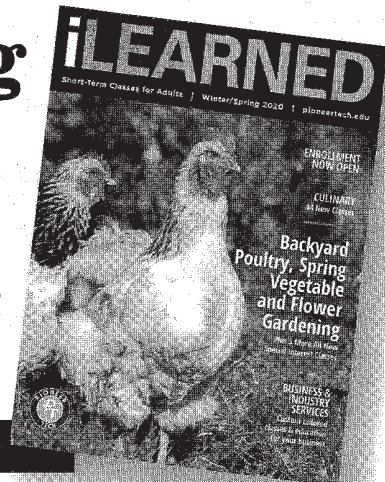
Deffner promoted to captain

Pictured above, Braman Volunteer Firefighter Patrick Deffner was promoted to the rank of captain on Nov. 30. The promotion was presented by Kris Spencer, chief of the fire department, in recognition of Deffner's "outstanding" work. Following the ceremony, Spencer said: "I would like to congratulate Patrick Deffner for his achievement for the promotion on his captain ranking and his dedication and hard work to the Braman Fire Department. This kid has the true heart of a fireman. You can't put that in someone."

The 2020 Winter/Spring schedule is Here!



Enrollment Now Open
Don't miss out on some great classes being offered!
Fill out the form below, come by our campus
or go online to pioneertech.edu/classes



Motive and Driver Training

Bus Driver Training			
M-Th	6-9 pm	\$275	
5	M-Th	6-9 pm	\$275
3	M-Th	6-9 pm	\$275
1	M-Th	6-9 pm	\$275

Bring present photo ID and CDL permit to enroll in this

Driver Improvement Program NEW!

6	W/Th	4-7 pm	\$32
1	W/Th	4-7 pm	\$32

Education in insurance cost. Contact your agent today
you can receive a reduction! Certificate is good for
15.

Safety: AARP Sponsored

M/T	6-9 pm	\$20
M/T	6-9 pm	\$20
M/T	6-9 pm	\$20

716-8277 to enroll in Driver Safety.

Engine Repair

2	T/Th	6-9 pm	\$89
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Automotive HVAC for semis

1	T/Th	6-9 pm	\$125
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Business & Professional Development

Owner's Tool Belt (w/lunch)

Th	11:30 am-1:30 pm	\$499
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at 580-718-4350
Whether manager or supervisor, our eight session
Owner's Tool Belt program is the solution to provide the
motivation to spark confidence and competence.

Healthcare Careers

Should I Reach for the STARS? NEW!

RS program	T	6-8 pm	\$5
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no preregistration required

Options for you to reach the STARS NEW!

13 Th 6-8 pm \$35
We will teach you how to put together your application
for the STARS program. This is a hands-on course and we
will be putting the application binder together in class.

Computers & Technology

Working with your Computer

5	T/Th	6-9 pm	\$125
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2016 - Level 1

1	M/W	6-9 pm	\$85
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2016 - Level 1

27	T/Th	6-8 pm	\$74
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2016 - Level 2

28	M/T	6-8 pm	\$74
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Mobile Classroom

27	M	4:30-6 pm	\$45
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iPhone Basics

	W	9-11 am	\$20
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Computers/Technology continued

Digital Photography		
2/18-2/27	T/Th	6-9 pm \$74

Advanced Digital Photography		
3/24-4/2	T/Th	6-9 pm \$59

Lightroom/PhotoShop		
4/14-5/21	T/Th	6-9 pm \$139

Culinary Arts

Breakfast on the Go NEW!		
1/9	Th	5:30-8:30 pm \$30

Enjoy all of these make-ahead or "quick fix" hearty breakfast
items for fast, nutritious morning eats.

Mexican Breakfast NEW!		
1/14	T	5:30-8:30 pm \$25

Learn how to make Huevos Rancheros and breakfast burritos.

Mexican Stew with Perla NEW!		
1/21	T	5:30-8:30 pm \$25

Master how to create this cold weather favorite!

Pozole with Perla NEW!		
2/4	T	5:30-8:30 pm \$25

Add beef pozole to your recipe list!

Italiano! NEW!		
2/6	Th	5:30-8:30 pm \$30

Take a tasting tour of Italy with a handful of it's great flavors.

Soft Tacos with Perla NEW!		
2/18	T	5:30-8:30 pm \$25

Experience Barbacoa soft tacos!

Mother/Child Baking series NEW!		
2/20-3/12	T/Th	5:30-7:30 pm \$50

Bring your child and experience some fun in the kitchen
together! Priced for 2 bakers!

Canning NEW!		
3/3-3/24	T	6-9 pm \$65

Talk about healthy living - yes, you can! No class 3/17.

Green Enchiladas with Perla NEW!		
3/24	T	5:30-8:30 pm \$25

Choose enchiladas with poblano green sauce.

Delightful Desserts NEW!		
3/26	Th	5:30-8:30 pm \$30

Cookies, cakes and pies... oh my!

Pies NEW!		
4/2	Th	5:30-7:30 pm \$30

Learn how to make fruit pie, cream pie and novelty pie.

Crispy Tacos with Perla NEW!		
4/7	T	5:30-8:30 pm \$25

Potato and bean tacos with salsa roja for a twist!

Chicken Chilaquiles with Perla NEW!		
4/14	T	5:30-8:30 pm \$25

Come learn how to create this traditional Mexican dish!

Scrumptious Summer Sides NEW!		
5/7	Th	5:30-8:30 pm \$30

Health, Medical & Wellness

EMT-Call for prerequisites!		
TBA	T/Th	5:30-9:30 pm \$1,200

Anatomy & Physiology Online		
Call if taking for LPN placement!		
Online		\$169

CMA - Certified Medication Aide (evening class) NEW!		
3/2-3/31	M-Th	5-9 pm \$425

CMA Continuing Ed (evening class) NEW!		
4/13-4/14	M/T	5-9 pm \$34

CNA (morning class) NEW!		
1/6-2/14	M-F	8-11 am \$550

CNA (evening class) NEW!		
1/6-2/27	M-Th	6-9 pm \$550

CNA-Long Term Care Nurse Aide		
2/18-3/13	M-F	8:30 am-2:30 pm \$550
3/16-4/9	M-F	8:30 am-2:30 pm \$550
4/13-5/7	M-F	8:30 am-2:30 pm \$550
5/11-6/5	M-F	8:30 am-2:30 pm \$550

CPR - American Heart Association For non health care providers		
1/22	W	6-9 pm \$39
2/11	T	4-7 pm \$39
4/16	Th	4-7 pm \$39
5/13	W	6-9 pm \$39

CPR for Health Care Provider		
3/23-3/24	M/T	5-9 pm \$65

First Aid		
3/11	W	6-9 pm \$36

MAT Full Course		
1/23-1/24	Th/F	8 am-4:30 pm \$65
2/20-2/21	Th/F	8 am-4:30 pm \$65
3/19-3/20	Th/F	8 am-4:30 pm \$65
4/23-4/24	Th/F	8 am-4:30 pm \$65
5/21-5/22	Th/F	8 am-4:30 pm \$65

MAT Update		
1/30	Th	8 am-4:30 pm \$39
3/26	Th	8 am-4:30 pm \$39
5/28	Th	8 am-4:30 pm \$39

Medical Terminology		
Call if taking for LPN placement!		
Online		\$65

Phlebotomy		
3/23-5/13	M/W	6-9 pm \$275

Industry Trades		
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Welding - Advanced		
1/6-3/9	M/W	6-9 pm \$400
3/23-5/13	M/W	6-9 pm \$400

Welding - Beginning		
1/14-3/5	T/Th	6-9 pm \$400
3/24-5/19	T/Th	6-9 pm \$400

Industrial Tech Career Training NEW!		
2/24-5/19	M/T	6-9 pm varies

Industry Trades continued

Scaffolding-Competent Person Training		
3/3-3/4	T/W	12-4 pm \$60

Scaffold User NEW!		
3/11	W	12-4 pm \$30

Security Guard		
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Private Security: Phases 1 & 2		
1/21-3/4	T/W	6-9 pm \$195

Private Security: Phase 3 (Private Investigator)		
3/24-4/29	T/W	6-9 pm \$159

Special Interest		
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Backyard Poultry, Spring Vegetable and Flower Gardening NEW!		
1/14-3/3	T	6-8 pm \$75

Explore Quilting NEW!		
1/30-3/12	Th	6-9 pm \$69

Refuse to Be a Victim®		
2/3	M	5:30-9 pm \$35

NOTE: Must be enrolled by 1/27/20 for paperwork to be processed.

Learn to Sell on eBay		
2/4-2/13	T/Th	6-9 pm \$49

NOTE: You must have eBay and PayPal accounts set up before the first night of class.

Investments 101		
2/6-2/13	Th	6:30-8 pm \$35

Intermediate eBay		
2/18	T	6-9 pm \$25

Basics of Interior Design		
2/24-4/6	M	6-8 pm \$49

There will be no class on 3/16.

Soap Making NEW!		
3/10	T	6-8 pm \$25

Landscaping Your Home NEW!		
3/10-3/31	T	6-8 pm \$50

Get Started on Amazon		
3/24-4/7	T/T/Th/T	6-9 pm \$49

Body Butter NEW!		
3/24	T	6-8 pm \$25

Learn how to make a whipped body butter that your skin will love in these dry, cold winter months.

Body Scrub NEW!		
4/7	T	6-8 pm \$25

Learn how to make a wonderful body scrub to exfoliate the skin.

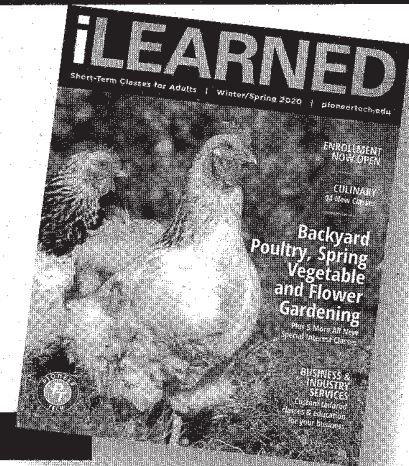
Enrollment Form

RETURN FORM TO:
Pioneer Technology Center
2101 North Ash, Ponca City, OK 74601

The 2020 Winter/Spring Schedule is Here!



Enrollment Now Open
 Don't miss out on some great classes being offered!
 Fill out the form below, come by our campus
 or go online to pioneertech.edu/classes



Automotive and Driver Training

Vol Bus Driver Training

5	M-Th	6-9 pm	\$275
1/26	M-Th	6-9 pm	\$275
1/23	M-Th	6-9 pm	\$275
1/21	M-Th	6-9 pm	\$275

Must present photo ID and CDL permit to enroll in this

Driver Improvement Program NEW!

1/26	W/Th	4-7 pm	\$32
1/21	W/Th	4-7 pm	\$32

Reduction in insurance cost. Contact your agent today if you can receive a reduction! Certificate is good for years.

Driver Safety: AARP Sponsored

4	M/T	6-9 pm	\$20
7	M/T	6-9 pm	\$20
20	M/T	6-9 pm	\$20

800-716-8277 to enroll in Driver Safety.

Oil Engine Repair

1/12	T/Th	6-9 pm	\$89
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Automotive HVAC for semis

1/2	T/Th	6-9 pm	\$125
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Course covers heating and air conditioning systems with A/C certification.

Business & Professional Development

Manager's Tool Belt (w/lunch)

Th	11:30 am-1:30 pm	\$499
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Urban Dewitt at 580-718-4350

As a new manager or supervisor, our eight session Manager's Tool Belt program is the solution to provide the foundation to spark confidence and competence.

Childcare Careers

Should I Reach for the STARS? NEW!

T	6-8 pm	\$5
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STARS program

No preregistration required

Preparation possible for you to reach the STARS NEW!

2/13	Th	6-8 pm	\$35
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Class will teach you how to put together your application for DHS STARS program. This is a hands-on course and we will be putting the application binder together in class.

Computers & Technology

Going with your Computer

2/6	T/Th	6-9 pm	\$125
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Microsoft 2016 - Level 1

4/1	M/W	6-9 pm	\$85
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Microsoft 2016 - Level 1

2/27	T/Th	6-8 pm	\$74
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Microsoft 2016 - Level 2

4/28	M/T	6-8 pm	\$74
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College Classroom

4/27	M	4:30-6 pm	\$45
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iPhone Basics

W	9-11 am	\$20
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Computers/Technology continued

Digital Photography

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Advanced Digital Photography

3/24-4/2	T/Th	6-9 pm	\$59
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Lightroom/PhotoShop

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Culinary Arts

Breakfast on the Go NEW!

1/9	Th	5:30-8:30 pm	\$30
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Enjoy all of these make-ahead or "quick fix" hearty breakfast items for fast, nutritious morning eats.

Mexican Breakfast NEW!

1/14	T	5:30-8:30 pm	\$25
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Learn how to make Huevos Rancheros and breakfast burritos.

Mexican Stew with Perla NEW!

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Master how to create this cold weather favorite!

Pozole with Perla NEW!

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Add beef pozole to your recipe list!

Italiano! NEW!

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Take a tasting tour of Italy with a handful of it's great flavors.

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Experience Barbacoa soft tacos!

Mother/Child Baking series NEW!

2/20-3/12	Th	5:30-7:30 pm	\$50
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Bring your child and experience some fun in the kitchen-together! Priced for 2 bakers!

Canning NEW!

3/3-3/24	T	6-9 pm	\$65
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Talk about healthy living - yes, you can CAN! No class 3/17.

Green Enchiladas with Perla NEW!

3/24	T	5:30-8:30 pm	\$25
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Cheese enchiladas with poblano green sauce.

Delightful Desserts NEW!

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4/14	T	5:30-8:30 pm	\$25
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Come learn how to create this traditional Mexican dish!

Scrumptious Summer Sides NEW!

5/7	Th	5:30-8:30 pm	\$30
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Bring a side they say... but what? Get the scoop on some super side dishes for upcoming summer barbecues!

Health continued

EMT-Call for prerequisites!

TBA	T/Th	5:30-9:30 pm	\$1,200
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Anatomy & Physiology Online
 Call if taking for LPN placement!

Online			\$169
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CMA - Certified Medication Aide (evening class) NEW!

3/2-3/31	M-Th	5-9 pm	\$425
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CMA Continuing Ed (evening class) NEW!

4/13-4/14	M/T	5-9 pm	\$34
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CNA (morning class) NEW!

1/6-2/14	M-F	8-11 am	\$550
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CNA (evening class) NEW!

1/6-2/27	M-Th	6-9 pm	\$550
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CNA-Long Term Care Nurse Aide

2/18-3/13	M-F	8:30 am-2:30 pm	\$550
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3/16-4/9	M-F	8:30 am-2:30 pm	\$550
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4/13-5/7	M-F	8:30 am-2:30 pm	\$550
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5/11-6/5	M-F	8:30 am-2:30 pm	\$550
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CPR - American Heart Association for non health care providers

1/22	W	6-9 pm	\$39
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2/11	T	4-7 pm	\$39
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4/16	Th	4-7 pm	\$39
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5/13	W	6-9 pm	\$39
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CPR for Health Care Provider

3/23-3/24	M/T	5-9 pm	\$65
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First Aid

3/11	W	6-9 pm	\$36
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MAT Full Course

1/23-1/24	Th/F	8 am-4:30 pm	\$65
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2/20-2/21	Th/F	8 am-4:30 pm	\$65
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3/19-3/20	Th/F	8 am-4:30 pm	\$65
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4/23-4/24	Th/F	8 am-4:30 pm	\$65
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5/21-5/22	Th/F	8 am-4:30 pm	\$65
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MAT Update

1/30	Th	8 am-4:30 pm	\$39
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3/26	Th	8 am-4:30 pm	\$39
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5/28	Th	8 am-4:30 pm	\$39
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Medical Terminology

Call if taking for LPN placement!

Online			\$65
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Phlebotomy

3/23-5/13	M/W	6-9 pm	\$275
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Industry Trades

Welding - Advanced

1/6-3/9	M/W	6-9 pm	\$400
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3/23-5/13	M/W	6-9 pm	\$400
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Welding - Beginning

1/14-3/5	T/Th	6-9 pm	\$400
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3/24-5/19	T/Th	6-9 pm	\$400
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Industrial Technology Career Training NEW!

2/24-5/19	M/T	6-9 pm	varies
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Industry Trades continued

Scaffolding-Competent Person Training

3/3-3/4	T/W	12-4 pm	\$60
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Scaffolding User NEW!

3/11	W	12-4 pm	\$30
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Security Guard

Private Security: Phases 1 & 2

1/21-3/4	T/W	6-9 pm	\$195
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Private Security: Phase 3 (Private Investigator)

3/24-4/29	T/W	6-9 pm	\$159
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Special Interest

Backyard Poultry, Spring Vegetable and Flower Gardening NEW!

1/14-3/3	T	6-8 pm	\$75
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Explore Quilting NEW!

1/30-3/12	Th	6-9 pm	\$69
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Refuse to Be a Victim®

2/3	M	5:30-9 pm	\$35
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NOTE: Must be enrolled by 1/27/20 for paperwork to be processed.

Learn to Sell on eBay

2/4-2/13	T/Th	6-9 pm	\$49
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NOTE: You must have eBay and PayPal accounts set up before the first night of class.

Investments 101

2/6-2/13	Th	6:30-8 pm	\$35
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Intermediate eBay

2/18	T	6-9 pm	\$25
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Basics of Interior Design

2/24-4/6	M	6-8 pm	\$49
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There will be no class on 3/16.

Soap Making NEW!

3/10	T	6-8 pm	\$25
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Landscaping Your Home NEW!

3/10-3/31	T	6-8 pm	\$50
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Get Started on Amazon

3/24-4/7	T/T/Th/T	6-9 pm	\$49
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Body Butter NEW!

3/24	T	6-8 pm	\$25
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Learn how to make a whipped body butter that your skin will love in these dry, cold winter months.

Body Scrub NEW!

4/7	T	6-8 pm	\$25
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Make a wonderful body scrub to exfoliate the skin.

SAT/ACT Prep Course - Part 1

Monthly online			\$89
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SAT/ACT Prep Course - Part 2

Monthly online			\$89
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Enrollment Form

Name _____

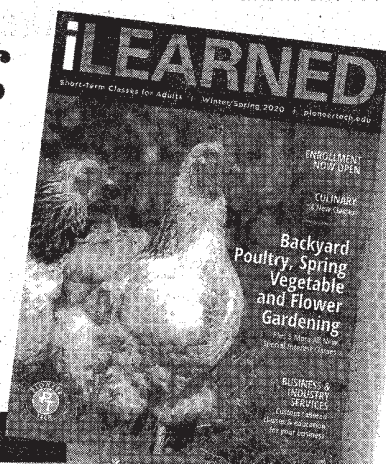
Address _____

RETURN FORM TO:
 Pioneer Technology Center
 2101 North Ash, Ponca City, OK 74601
 580.718.4296 | www.pioneertech.edu

The 2020 Winter/Spring Schedule is Here!



Enrollment Now Open
Don't miss out on some great classes being offered!
Fill out the form below, come by our campus
or go online to pioneertech.edu/classes



Positive and Driver Training

Bus Driver Training	M-Th	6-9 pm	\$275
	M-Th	6-9 pm	\$275
	M-Th	6-9 pm	\$275
	M-Th	6-9 pm	\$275

Present photo ID and CDL permit to enroll in this

Performer Improvement Program NEW!

	W/Th	4-7 pm	\$32
	W/Th	4-7 pm	\$32

Reduction in insurance cost. Contact your agent today to receive a reduction! Certificate is good for

Safety: AARP Sponsored

	M/T	6-9 pm	\$20
	M/T	6-9 pm	\$20
	M/T	6-9 pm	\$20

\$277 to enroll in Driver Safety.

Wine Repair

	T/Th	6-9 pm	\$89
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Home HVAC for semis

	T/Th	6-9 pm	\$125
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Refrigerators heating and air conditioning systems with installation.

Business and Professional Development

Tool Belt (w/lunch)

	Th	11:30 am-1:30 pm	\$499
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Call Witt at 580-718-4350

Witt, manager at supervisor, our eight session "Tool Belt" program is the solution to provide the solution to spark confidence and competence.

Health Careers

Can I Reach for the STARS? NEW!

	T	6-8 pm	\$5
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Registration required.

Application for you to reach the STARS NEW!

	Th	6-8 pm	\$35
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Learn how to put together your application for the STARS program. This is a hands-on course and we will have the application binder together in class.

Computers & Technology

Working with your Computer

	T/Th	6-9 pm	\$125
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16 - Level 1

	M/W	6-9 pm	\$85
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16 - Level 1

	T/Th	6-8 pm	\$74
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16 - Level 2

	M/T	6-8 pm	\$74
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Classroom

	M	4:30-6 pm	\$45
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Business Basics

	W	9-11 am	\$20
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Digital Photography

	T/Th	6-9 pm	\$74
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Digital Photography

	T/Th	6-9 pm	\$59
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Computers/Technology continued

Lightroom/PhotoShop	4/14-5/21	T/Th	6-9 pm	\$139
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Culinary Arts

Breakfast on the Go NEW!

	1/9	Th	5:30-8:30 pm	\$30
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Enjoy all of these make-ahead or "quick fix" hearty breakfast items for fast, nutritious morning eats.

Mexican Breakfast NEW!

	1/14	T	5:30-8:30 pm	\$25
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Learn how to make Huevos Rancheros and breakfast burritos.

Mexican Stew with Perla NEW!

	1/21	T	5:30-8:30 pm	\$25
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Master how to create this cold weather favorite!

Pozole with Perla NEW!

	2/4	T	5:30-8:30 pm	\$25
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Add beef pozole to your recipe list!

Italiano! NEW!

	2/6	Th	5:30-8:30 pm	\$30
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Take a tasting tour of Italy with a handful of it's great flavors.

Soft Tacos with Perla NEW!

	2/18	T	5:30-8:30 pm	\$25
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Experience Barbacoa soft tacos!

Mother/Child Baking series NEW!

	2/20-3/12	Th	5:30-7:30 pm	\$50
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Bring your child and experience some fun in the kitchen together! Priced for 2 bakers!

Canning NEW!

	3/3-3/24	T	6-9 pm	\$65
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Talk about healthy living -- yes, you can CAN! No class 3/17.

Green Enchiladas with Perla NEW!

	3/24	T	5:30-8:30 pm	\$25
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Cheese enchiladas with poblano green sauce.

Delightful Desserts NEW!

	3/26	Th	5:30-8:30 pm	\$30
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Cookies, cakes and pies... oh my!

Pies NEW!

	4/2	Th	5:30-7:30 pm	\$30
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Learn how to make fruit pie, cream pie and novelty pie.

Crispy Tacos with Perla NEW!

	4/7	T	5:30-8:30 pm	\$25
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Potato and bean tacos with salsa roja for a twist!

Chicken Chilaquiles with Perla NEW!

	4/14	T	5:30-8:30 pm	\$25
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Come learn how to create this traditional Mexican dish!

Scrumptious Summer Sides NEW!

	5/7	Th	5:30-8:30 pm	\$30
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Bring a side they say... but what? Get the scoop on some super side dishes for upcoming summer barbecues!

Health, Medical & Wellness

EMT-Call for prerequisites!

	TBA	T/Th	5:30-9:30 pm	\$1,200
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Anatomy & Physiology Online

Call if taking for LPN placement!

	Online			\$169
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Health continued

CMA - Certified Medication Aide (evening class) NEW!	3/2-3/31	M-Th	5-9 pm	\$425
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CMA Continuing Ed (evening class) NEW!	4/13-4/14	M/T	5-9 pm	\$34
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CNA (morning class) NEW!	1/6-2/14	M-F	8-11 am	\$550
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CNA (evening class) NEW!	1/6-2/27	M-Th	6-9 pm	\$550
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CNA-Long Term Care Nurse Aide	2/18-3/13	M-F	8:30 am-2:30 pm	\$550
	3/16-4/9	M-F	8:30 am-2:30 pm	\$550
	4/13-5/7	M-F	8:30 am-2:30 pm	\$550
	5/11-6/5	M-F	8:30 am-2:30 pm	\$550

CPR - American Heart Association For non health care providers	1/22	W	6-9 pm	\$39
	2/11	T	4-7 pm	\$39
	4/16	Th	4-7 pm	\$39
	5/13	W	6-9 pm	\$39

CPR for Health Care Provider	3/23-3/24	M/T	5-9 pm	\$65
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First Aid	3/11	W	6-9 pm	\$36
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MAT Full Course	1/23-1/24	Th/F	8 am-4:30 pm	\$65
	2/20-2/21	Th/F	8 am-4:30 pm	\$65
	3/19-3/20	Th/F	8 am-4:30 pm	\$65
	4/23-4/24	Th/F	8 am-4:30 pm	\$65
	5/21-5/22	Th/F	8 am-4:30 pm	\$65

MAT Update	1/30	Th	8 am-4:30 pm	\$39
	3/26	Th	8 am-4:30 pm	\$39
	5/28	Th	8 am-4:30 pm	\$39

Medical Terminology Call if taking for LPN placement!	Online			\$65
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Phlebotomy	3/23-5/13	M/W	6-9 pm	\$275
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Industry Trades

Welding - Advanced	1/6-3/9	M/W	6-9 pm	\$400
	3/23-5/13	M/W	6-9 pm	\$400

Welding - Beginning	1/14-3/5	T/Th	6-9 pm	\$400
	3/24-5/19	T/Th	6-9 pm	\$400

Industrial Technology Career Training NEW!	2/24-5/19	M/T	6-9 pm	varies
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Scaffolding-Competent Person Training	3/3-3/4	T/W	12-4 pm	\$60
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Scaffolding User NEW!	3/11	W	12-4 pm	\$30
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Security Guard

Private Security: Phases 1 & 2	1/21-3/4	T/W	6-9 pm	\$195
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Security Guard continued

Private Security: Phase 3 (Private Investigator)	3/24-4/29	T/W	6-9 pm	\$159
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Special Interest

Backyard Poultry, Spring Vegetable and Flower Gardening NEW!	1/14-3/3	T	6-8 pm	\$75
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Explore Quilting NEW!	1/30-3/12	Th	6-9 pm	\$69
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Refuse to Be a Victim	2/3	M	5:30-9 pm	\$35
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NOTE: Must be enrolled by 1/27/20 for paperwork to be processed.

Learn to Sell on eBay	2/4-2/13	T/Th	6-9 pm	\$49
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NOTE: You must have eBay and PayPal accounts set up before the first night of class.

Investments 101	2/6-2/13	Th	6:30-8 pm	\$35
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Intermediate eBay	2/18	T	6-9 pm	\$25
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Basics of Interior Design	2/24-4/6	M	6-8 pm	\$49
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There will be no class on 3/16.

Soap Making NEW!	3/10	T	6-8 pm	\$25
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Landscaping Your Home NEW!	3/10-3/31	T	6-8 pm	\$50
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Get Started on Amazon	3/24-4/7	T/T/Th/T	6-9 pm	\$49
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Body Butter NEW!	3/24	T	6-8 pm	\$25
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Learn how to make a whipped body butter that your skin will love in these dry, cold winter months.

Body Scrub NEW!	4/7	T	6-8 pm	\$25
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Learn how to make a wonderful body scrub to exfoliate the skin.

SAT/ACT Prep Course - Part 1	Monthly online			\$89
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SAT/ACT Prep Course - Part 2	Monthly online			\$89
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NO EVENING CLASSES ON THESE DATES:
 Martin Luther King Jr. Day - Jan. 20
 Parent/Teacher Conferences - Feb. 10
 President's Day - Feb. 17
 Spring Break - Mar. 16-19
 Good Friday eve. - April 9
 Memorial Day - May 25

The 2020 Winter/Spring Schedule is Here!



Enrollment Now Open
 Don't miss out on some great classes being offered!
 Fill out the form below, come by our campus
 or go online to pioneertech.edu/classes



Automotive and Bus Driver Training

School Bus Driver Training				
3/2-3/5	M-Th	6-9 pm	\$275	
3/23-3/26	M-Th	6-9 pm	\$275	
4/20-4/23	M-Th	6-9 pm	\$275	
5/18-5/21	M-Th	6-9 pm	\$275	

NOTE: Must present photo ID and CDL permit to enroll in this class.

AAA Driver Improvement Program NEW!				
3/25-3/26	W/Th	4-7 pm	\$32	
5/20-5/21	W/Th	4-7 pm	\$32	

Possible reduction in insurance cost. Contact your agent today to see if you can receive a reduction! Certificate is good for three years.

Driver Safety: AARP Sponsored				
2/3-2/4	M/T	6-9 pm	\$20	
4/6-4/7	M/T	6-9 pm	\$20	
6/1-6/2	M/T	6-9 pm	\$20	

Call 580-716-8277 to enroll in Driver Safety.

Small Engine Repair				
2/18-3/12	T/Th	6-9 pm	\$89	

Automotive HVAC for semis				
3/24-4/2	T/Th	6-9 pm	\$125	

This course covers heating and air conditioning systems with an HVAC certification.

Business & Professional Development

Manager's Tool Belt (w/lunch)				
TBD	Th	11:30 am-1:30 pm	\$499	

Call Corbin Dewitt at 580-718-4350
 For the newer manager or supervisor, our eight session "Manager's Tool Belt" is the solution to provide the basic foundation to spark confidence and competence.

Childcare Careers

Why Should I Reach for the STARS? NEW!				
1/14	T	6-8 pm	\$5	

DHS STARS program
NOTE: No preregistration required

It is possible for you to Reach the STARS NEW!				
1/23-2/13	Th	6-8 pm	\$35	

This class will teach you how to put together your application for the DHS STARS program. This is a hands-on course and we will be putting the application binder together in class.

Computers & Technology

Get Going with your Computer				
1/21-2/6	T/Th	6-9 pm	\$125	

Word 2016 - Level 1				
3/23-4/1	M/W	6-9 pm	\$85	

Excel 2016 - Level 1				
2/18-2/27	T/Th	6-8 pm	\$74	

Excel 2016 - Level 2				
4/20-4/28	M/T	6-8 pm	\$74	

Google Classroom				
3/23-4/27	M	4:30-6 pm	\$45	

iPad/iPhone Basics				
2/12	W	9-11 am	\$20	

Computers/Technology continued

Digital Photography				
2/18-2/27	T/Th	6-9 pm	\$74	

Advanced Digital Photography				
3/24-4/2	T/Th	6-9 pm	\$59	

Lightroom/PhotoShop				
4/14-5/21	T/Th	6-9 pm	\$139	

Culinary Arts

Breakfast on the Go NEW!				
1/9	Th	5:30-8:30 pm	\$30	

Enjoy all of these make-ahead or "quick fix" hearty breakfast items for fast, nutritious morning eats.

Mexican Breakfast NEW!				
1/14	T	5:30-8:30 pm	\$25	

Learn how to make Huevos Rancheros and breakfast burritos.

Mexican Stew with Perla NEW!				
1/21	T	5:30-8:30 pm	\$25	

Master how to create this cold weather favorite!

Pozole with Perla NEW!				
2/4	T	5:30-8:30 pm	\$25	

Add beef pozole to your recipe list!

Italiano! NEW!				
2/6	Th	5:30-8:30 pm	\$30	

Take a tasting tour of Italy with a handful of it's great flavors.

Soft Tacos with Perla NEW!				
2/18	T	5:30-8:30 pm	\$25	

Experience Barbacoa soft tacos!

Mother/Child Baking series NEW!				
2/20-3/12	Th	5:30-7:30 pm	\$50	

Bring your child and experience some fun in the kitchen together! Priced for 2 bakers!

Canning NEW!				
3/3-3/24	T	6-9 pm	\$65	

Talk about healthy living - yes, you can CAN! No class 3/17.

Green Enchiladas with Perla NEW!				
3/24	T	5:30-8:30 pm	\$25	

Cheese enchiladas with poblano green sauce.

Delightful Desserts NEW!				
3/26	Th	5:30-8:30 pm	\$30	

Cookies, cakes and pies... oh my!

Pies NEW!				
4/2	Th	5:30-7:30 pm	\$30	

Learn how to make fruit pie, cream pie and novelty pie.

Crispy Tacos with Perla NEW!				
4/7	T	5:30-8:30 pm	\$25	

Potato and bean tacos with salsa roja for a twist!

Chicken Chilacuites with Perla NEW!				
4/14	T	5:30-8:30 pm	\$25	

Come learn how to create this traditional Mexican dish!

Scrumptious Summer sides NEW!				
5/7	Th	5:30-8:30 pm	\$30	

Bring a side they say... but what? Get the scoop on some super side dishes for upcoming summer barbecues!

Health, Medical & Wellness

EMT-Call for prerequisites!				
TBA	T/Th	5:30-9:30 pm	\$1,200	

Anatomy & Physiology Online				
Call if taking for LPN placement!				
Online			\$169	

CMA - Certified Medication Aide (evening class) NEW!				
3/2-3/31	M-Th	5-9 pm	\$425	

CMA Continuing Ed (evening class) NEW!				
4/13-4/14	M/T	5-9 pm	\$34	

CNA (morning class) NEW!				
1/6-2/14	M-F	8-11 am	\$550	

CNA (evening class) NEW!				
1/6-2/27	M-Th	6-9 pm	\$550	

CNA-Long Term Care Nurse Aide				
3/16-4/9	M-F	8:30 am-2:30 pm	\$550	

CNA-Long Term Care Nurse Aide				
4/13-5/7	M-F	8:30 am-2:30 pm	\$550	

CNA-Long Term Care Nurse Aide				
5/11-6/5	M-F	8:30 am-2:30 pm	\$550	

CPR - American Heart Association				
For non health care providers				
1/22	W	6-9 pm	\$39	
2/11	T	4-7 pm	\$39	
4/16	Th	4-7 pm	\$39	
5/13	W	6-9 pm	\$39	

CPR for Health Care Provider				
3/23-3/24	M/T	5-9 pm	\$65	

First Aid				
3/11	W	6-9 pm	\$36	

MAT Full Course				
1/23-1/24	Th/F	8 am-4:30 pm	\$65	
2/20-2/21	Th/F	8 am-4:30 pm	\$65	
3/19-3/20	Th/F	8 am-4:30 pm	\$65	
4/23-4/24	Th/F	8 am-4:30 pm	\$65	
4/21-5/27	Th/F	8 am-4:30 pm	\$65	

MAT Update				
1/30	Th	8 am-4:30 pm	\$39	
3/26	Th	8 am-4:30 pm	\$39	
5/28	Th	8 am-4:30 pm	\$39	

Medical Terminology				
Call if taking for LPN placement!				
Online			\$65	

Phlebotomy				
3/23-5/13	M/W	6-9 pm	\$175	

Industry Trades

Welding - Advanced				
1/6-3/9	M/W	6-9 pm	\$400	
3/23-5/13	M/W	6-9 pm	\$400	

Welding - Beginning				
1/14-3/5	T/Th	6-9 pm	\$400	
3/24-5/19	T/Th	6-9 pm	\$400	

Industry Trades continued

Industrial Technology Career Training NEW!				
2/24-5/19	M/T	6-9 pm	varies	

Scaffolding-Competent Person Training				
3/3-3/4	T/W	12-4 pm	\$60	

Scaffold User NEW!				
3/11	W	12-4 pm	\$30	

Security Guard

Private Security: Phases 1 & 2				
1/21-3/4	T/W	6-9 pm	\$195	

Private Security: Phase 3 (Private Investigator)				
3/74-4/29	T/W	6-9 pm	\$159	

Special Interest

Backyard Poultry, Spring Vegetable and Flower Gardening NEW!				
1/14-3/3	T	6-8 pm	\$75	

Explore Quilting NEW!				
1/30-3/12	Th	6-9 pm	\$69	

Refuse to Be a Victim®				
2/3	M	5:30-9 pm	\$35	

NOTE: Must be enrolled by 1/27/20 for paperwork to be processed.

Learn to Sell on eBay				
2/4-2/13	T/Th	6-9 pm	\$49	

NOTE: You must have eBay and PayPal accounts set up before the first night of class.

Investments 101				
2/6-2/13	Th	6:30-8 pm	\$35	

Intermediate eBay				
2/18	T	6-9 pm	\$25	

Basics of Interior Design				
2/24-4/6	M	6-8 pm	\$49	

There will be no class on 3/16.

Soap Making NEW!				
3/10	T	6-8 pm	\$25	

Landscaping Your Home NEW!				
3/10-3/31	T	6-8 pm	\$50	

Get Started on Amazon				
3/24-4/7	T/Th/T	6-9 pm	\$49	

Body Butter NEW!				
3/24	T	6-8 pm	\$25	

Learn how to make a whipped body butter that your skin will love in these dry, cold winter months.

Body Scrub NEW!				
4/7	T	6-8 pm	\$25	

Learn how to make a wonderful body scrub to exfoliate the skin.

Enrollment Form

Name _____ Last _____ First _____

Address _____ Street _____ City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Class	Start Date	Cost

The 2020 Winter/Spring Schedule is Here!



Enrollment Now Open
 Don't miss out on some great classes being offered!
 Fill out the form below, come by our campus
 or go online to pioneertech.edu/classes



Automotive and Bus Driver Training

3/23-3/5	M-Th	6-9 pm	\$275
3/23-3/26	M-Th	6-9 pm	\$275
4/20-4/23	M-Th	6-9 pm	\$275
5/18-5/21	M-Th	6-9 pm	\$275

NOTE: Must present photo ID and CDL permit to enroll in this class.

AAA Driver Improvement Program NEW!
 3/25-3/26 W/Th 4-7 pm \$32
 5/20-5/21 W/Th 4-7 pm \$32

Possible reduction in insurance cost. Contact your agent today to see if you can receive a reduction! Certificate is good for three years.

Driver Safety: AARP Sponsored
 2/3-2/4 M/T 6-9 pm \$20
 4/6-4/7 M/T 6-9 pm \$20
 6/1-6/2 M/T 6-9 pm \$20

Call 580-716-8277 to enroll in Driver Safety.

Small Engine Repair
 2/18-3/12 T/Th 6-9 pm \$89

Automotive HVAC for semis
 3/24-4/2 T/Th 6-9 pm \$125

This course covers heating and air conditioning systems with an IMAC certification.

Business & Professional Development

Manager's Tool Belt (w/lunch)
 TBD Th 11:30 am-1:30 pm \$499
 Call Carlin Dewitt at 580-718-4350
 For the newer manager or supervisor, our eight session "Manager's Tool Belt" program is the solution to provide the basic foundation to spark confidence and competence.

Childcare Careers

Why Should I Reach for the STARS? NEW!
 DHS STARS program
 1/14 T 6-8 pm \$5
NOTE: No preregistration required

It is possible for you to reach the STARS NEW!
 1/23-2/13 Th 6-8 pm \$35
 This class will teach you how to put together your application for the DHS STARS program. This is a hands-on course and we will be putting the application binder together in class.

Computers & Technology

Get Going with your Computer
 1/21-2/6 T/Th 6-9 pm \$125

Word 2016 - Level 1
 3/23-4/1 M/W 6-9 pm \$85

Excel 2016 - Level 1
 2/18-2/27 T/Th 6-8 pm \$74

Excel 2016 - Level 2
 4/20-4/28 M/T 6-8 pm \$74

Google Classroom
 3/23-4/27 M 4:30-6 pm \$45

iPad/iPhone Basics
 2/12 W 9-11 am \$20

Computers/Technology continued

Digital Photography
 2/18-2/27 T/Th 6-9 pm \$74

Advanced Digital Photography
 3/24-4/2 T/Th 6-9 pm \$59

Lightroom/PhotoShop
 4/14-5/21 T/Th 6-9 pm \$139

Culinary Arts

Breakfast on the Go NEW!
 1/9 Th 5:30-8:30 pm \$30

Enjoy all of these make-ahead or "quick fix" hearty breakfast items for fast, nutritious morning eats.

Mexican Breakfast NEW!
 1/14 T 5:30-8:30 pm \$25

Learn how to make Huevos Rancheros and breakfast burritos.

Mexican Stew with Perla NEW!
 1/21 T 5:30-8:30 pm \$25

Master how to create this cold weather favorite!

Pozole with Perla NEW!
 2/4 T 5:30-8:30 pm \$25

Add beef pozole to your recipe list!

Italiano! NEW!
 2/6 Th 5:30-8:30 pm \$30

Take a tasting tour of Italy with a handful of it's great flavors.

Soft Tacos with Perla NEW!
 2/18 T 5:30-8:30 pm \$25

Experience Barbacoa soft tacos!

Mother/Child Baking series NEW!
 2/20-3/12 Th 5:30-7:30 pm \$50

Bring your child and experience some fun in the kitchen together! Priced for 2 bakers!

Canning NEW!
 3/3-3/24 T 6-9 pm \$65

Talk about healthy living - yes, you can CAN! No class 3/17.

Green Enchiladas with Perla NEW!
 3/24 T 5:30-8:30 pm \$25

Cheese enchiladas with poblano green sauce.

Delightful Desserts NEW!
 3/26 Th 5:30-8:30 pm \$30

Cookies, cakes and pies... oh my!

Pies NEW!
 4/2 Th 5:30-7:30 pm \$30

Learn how to make fruit pie, cream pie and novelty pie.

Crispy Tacos with Perla NEW!
 4/7 T 5:30-8:30 pm \$25

Potato and bean tacos with salsa roja for a twist!

Chicken Chilaquiles with Perla NEW!
 4/14 T 5:30-8:30 pm \$25

Come learn how to create this traditional Mexican dish!

Scrumptious Summer Sides NEW!
 5/7 Th 5:30-8:30 pm \$30

Bring a side they say...but what? Get the scoop on some super side dishes for upcoming summer barbecues!

Health continued

EMT-Call for prerequisites!
 TBA T/Th 5:30-9:30 pm \$1,200

Anatomy & Physiology Online
 Call if taking for LPN placement!
 Online \$169

CMA - Certified Medication Aide (evening class) NEW!
 3/2-3/31 M-Th 5-9 pm \$425

CMA Continuing Ed (evening class) NEW!
 4/13-4/14 M/T 5-9 pm \$34

CNA (morning class) NEW!
 1/6-2/14 M-F 8-11 am \$550

CNA (evening class) NEW!
 1/6-2/27 M-Th 6-9 pm \$550

CNA-Long Term Care Nurse Aide
 2/18-3/13 M-F 8:30 am-2:30 pm \$550

3/16-4/9 M-F 8:30 am-2:30 pm \$550

4/13-5/7 M-F 8:30 am-2:30 pm \$550

5/11-6/5 M-F 8:30 am-2:30 pm \$550

CPR - American Heart Association
 For non health care providers

1/22 W 6-9 pm \$39

2/11 T 4-7 pm \$39

4/16 Th 4-7 pm \$39

5/13 W 6-9 pm \$39

CPR for Health Care Provider
 3/23-3/24 M/T 5-9 pm \$65

First Aid
 3/11 W 6-9 pm \$36

MAT Full Course
 1/23-1/24 Th/F 8 am-4:30 pm \$65

2/28-2/21 Th/F 8 am-4:30 pm \$65

3/19-3/20 Th/F 8 am-4:30 pm \$65

4/23-4/24 Th/F 8 am-4:30 pm \$65

5/21-5/22 Th/F 8 am-4:30 pm \$65

MAT Update
 1/30 Th 8 am-4:30 pm \$39

3/26 Th 8 am-4:30 pm \$39

5/28 Th 8 am-4:30 pm \$39

Medical Terminology
 Call if taking for LPN placement!
 Online \$65

Phlebotomy
 3/23-5/13 M/W 6-9 pm \$275

Industry Trades

Welding - Advanced
 1/6-3/9 M/W 6-9 pm \$400

3/23-5/13 M/W 6-9 pm \$400

Welding - Beginning
 1/14-3/5 T/Th 6-9 pm \$400

3/24-5/19 T/Th 6-9 pm \$400

Industrial Technology
Career Training NEW!
 2/24-5/19 M/T 6-9 pm varies

Industry Trades continued

Scaffolding-Competent Person Training
 3/3-3/4 T/W 12-4 pm \$60

Scaffold User NEW!
 3/11 W 12-4 pm \$30

Security Guard

Private Security: Phases 1 & 2
 1/21-3/4 T/W 6-9 pm \$195

Private Security: Phase 3 (Private Investigator)
 3/24-4/29 T/W 6-9 pm \$159

Special Interest

Backyard Poultry, Spring Vegetable and Flower Gardening NEW!
 1/14-3/3 T 6-8 pm \$75

Explore Quilting NEW!
 1/20-3/12 Th 6-9 pm \$69

Refuse to Be a Victim®
 2/3 M 5:30-9 pm \$35

NOTE: Must be enrolled by 1/27/20 for paperwork to be processed.

Learn to Sell on eBay
 2/4-2/13 T/Th 6-9 pm \$49

NOTE: You must have eBay and PayPal accounts set up before the first night of class.

Investments 101
 2/6-2/13 Th 6:30-8 pm \$35

Intermediate eBay
 2/18 T 6-9 pm \$25

Basics of Interior Design
 2/24-4/6 M 6-8 pm \$49

There will be no class on 3/16.

Soap Making NEW!
 3/10 T 6-8 pm \$25

Landscaping Your Home NEW!
 3/10-3/31 T 6-8 pm \$50

Get Started on Amazon
 3/24-4/7 T/Th/Th/T 6-9 pm \$49

Body Butter NEW!
 3/24 T 6-8 pm \$25

Learn how to make a whipped body butter that your skin will love in these dry, cold winter months.

Body Scrub NEW!
 4/7 T 6-8 pm \$25

Make a wonderful body scrub to exfoliate the skin.

SAT/ACT Prep Course - Part 1
 Monthly online \$89

SAT/ACT Prep Course - Part 2
 Monthly online \$89

Enrollment Form

Name _____ Last _____ First _____

Address _____ Street _____ City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Class	Start Date	Cost

To enroll, bring this form and payment to our campus or go online and pay by credit card.
 For full class listing, please go to www.pioneertech.edu and click on Classes, then click on Short Term Class Schedule.
 New classes are always being added!

RETURN FORM TO:
Pioneer Technology Center
 2101 North Ash, Ponca City, OK 74601
 580.718.4296 | www.pioneertech.edu

Scan Me!

Stay updated on what's going on at Pioneer Tech. Join our email list.

or type: <https://go.go.g7S7yq5lnto> your mobile web browser

To download a QR Code Reader to your smartphone go to The App Store (for Apple) or Google Play (for Android)

THE SMALL PRINT

TO ENROLL: Enrollment is taken by the Adult Training & Development Staff on Monday - Thursday, 8:30 am - 8:30 pm and Friday 8:30 am - 3:30 pm. Full payment of fees is due at the time of enrollment. Classes are not reserved without the fee payment. Cash, Credit Card or Checks are accepted methods of payment for course fees. The minimum for a credit card transaction is \$20. Anyone 16 years of age or older may enroll in a short-term class on first-come, first-served basis. Certain age restrictions may apply. Call the Adult Training & Development office at 718-4223 for more information. Office hours may vary due to holiday schedules and school breaks.

PLEASE NOTE: Prices are reflective of our fees for residents who live in the Pioneer Technology Center district. If you live outside of this area, the tuition is double.

REFUND POLICY: The class fee is refundable in full if the class is canceled by Pioneer Technology Center. Student requested refunds for short term classes are as follows:

Before Class begins - Full refund less \$10 processing fee
Prior to 2nd class meeting - Full refund less \$10 processing fee
After 2nd class meeting - NO REFUND
Textbooks/Supplies - NO REFUND

TRANSFERRING: Students may transfer to another class prior to the second class meeting of both classes. There will be a \$10 processing fee. The difference in the class fee less the processing fee will be refunded. If the student transfers to a class with a higher fee, the student will pay the difference in the class plus the \$10 processing fee.

SPECIAL NOTES: Company and Agency billings are gladly accepted. A third-party billing form must be completed by the student before enrollment is accepted. Pioneer Technology Center reserves the right to cancel classes, to change instructors, to alter time schedules, and to make any other changes necessary to facilitate the instructional process for the community's adult students. All classes are subject to minimum enrollment requirements. Pioneer Technology Center is not responsible for loss of any personal items left on campus.

CRIME AWARENESS: In compliance with the "Crime Awareness and Campus Security Act of 1990," Pioneer Technology Center shall make available upon request an annual security report containing information in regard to campus security policies and campus crime statistics relating to the institution. Pioneer Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability or veteran status.

BIDS AND QUOTATIONS

No expenditure shall be made except in accordance with the provisions of a written contract or purchase order, and no contract involving an expenditure of more than \$50,000 for public construction contracts shall be awarded except to the lowest responsible bidder upon sealed bids as required by the Public Competitive Bidding Act of 1974.

No expenditure shall be made except in accordance with the provisions of a written contract or purchase order, and no contract involving an expenditure of more than \$50,000 for the purpose of erecting a building or making any improvements on school buildings shall be made except upon sealed proposals and to the lowest or best responsible bidder. This does not prohibit the district from erecting a building or making improvements on a force account basis.

The term "force account" means the erecting of building or the making of improvements, repairs or performing maintenance on district property by use of the district's own employees, purchasing its own materials, and leasing the necessary equipment all under the supervision of the district.

The term "force account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a building or other contractor to construct the building or other improvement. No contract involving sums in excess of \$50,000 shall be split into partial contracts involving sums below \$50,000 for the purpose of avoiding the requirements of the Public Competitive Bidding Act.

No contract involving sums in excess of \$50,000 shall be split into partial contracts involving sums below \$50,000 for the purpose of avoiding the requirements of 61 O.S. §131.

Public construction contracts less than \$50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids or awarded on the basis of competitive quotes to the lowest responsible qualified contractor. Public construction contracts for less than \$5,000 may be negotiated with a qualified contractor. Public construction contracts are any contract for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on any school-owned building.

A "public construction contract" includes erecting a building or making any improvements, repairs or performing maintenance on school buildings, including the roof.

The school board may provide for a local bid preference of not more than five percent of the bid price if the board determines that there is an economic benefit to the local area or economy. The determination as to whether there is an economic benefit to the local area or economy will be based upon whether the local bidder employs residents of the school district as employees or independent contractors and whether such employment will benefit the school district. The local bidder must be the second lowest qualified bid on the contract and must agree to perform the contract for the same price and terms as the bid proposed by the nonlocal bidder or contractor. Within the bid specifications the district must clearly state that the bid is subject to a local bidder preference law.

"Local bidder" means the bidding person is authorized to transact business in Oklahoma and maintains a bone fide establishment for transacting business within the state.

For the purposes of this policy, the term "improvements on school buildings" shall not include any of the following:

1. Portable, or otherwise moveable, buildings and structures;
2. Prefabricated metal buildings and structures, along with necessary utility services for such buildings or structures;

BIDS AND QUOTATIONS (Cont)

3. Roofs placed over existing roof structures; and
4. Other structures that can be disassembled after installation and removed without permanent damage to existing property.

For the purposes of the Public Competitive Bidding Act, where total payments of principal and interest are anticipated to exceed \$50,000 the lease purchase of items pursuant to paragraphs numbered 2 and 3 above must be competitively bid.

**REFERENCE: HB 2929 (61 O.S. §102, §107, §131)
62 O.S. §430.1
70 O.S. §5-123**

**BIDS AND QUOTATIONS
(REGULATIONS)**

Purchases Exempt From The Competitive Bidding Act:

The superintendent or designee shall secure quotes on all items purchased, either by oral price quotations, formal quotations, or advertised bids. In the interest of economy of time, informal quotations by telephone may be secured on purchases of less than \$5,000. In determining whether formal quotations shall be obtained, the superintendent or designee shall weigh the necessity for speed of securing supplies or equipment and the possible savings which may be realized. If savings from quotations are insignificant, prices given by reliable vendors may be used.

All contracts for, and purchases of supplies, materials, equipment, and **minor maintenance and repairs** in the amount of \$5,000 or more shall be based on **written** competitive quotes. All purchases made in the open market shall be consummated after careful pricing. Contracts for instructional and professional services shall not require competitive quotes.

The Board of Education recognizes that some items to be purchased may be specific in nature resulting in the availability of competitive quotes to be limited. The Board authorizes the superintendent/CEO or his/her designee to determine when items may be available only through "sole source" vendors and exempt those purchases from the competitive quote requirement. Pioneer Technology Center is eligible to purchase through Oklahoma's "State Contract" pricing program. Items purchased through this program are exempt from the competitive quote requirement.

Competitive Bidding Act:

All proposals to award public construction contracts shall be made as follows:

1. Notice shall be published in a newspaper of general circulation and published in the county where the work or the major part of the work is to be done. The notice shall be published in two consecutive weekly issues of the newspaper with the first publication at least twenty-one (21) days prior to the date set for opening bids; and
2. Notice shall be sent to one in-state trade or construction publication for their use and information whenever the estimated cost of the contract exceeds Fifty Thousand Dollars (\$50,000).

For expenditures which are covered under the Public Competitive Bidding Act of 1974 (public construction contracts of \$50,000 or more), contracts will be awarded to the lowest responsible bidder by competitive bidding after solicitation for sealed bids. All bidders shall be given an equal opportunity to qualify for school business.

All bids must be submitted in sealed envelopes, addressed to the administrative offices of the school district and plainly marked with the name of the project and the date and time of the bid opening. Bids shall be opened and read aloud at the time and place specified. All bidders and other interested persons shall be invited to be present.

All bids shall be submitted to the Board for action. The Board of Education may award the contract to the lowest responsible bidder and must clearly state in writing the reason for not selecting the lowest dollar bid. The Board reserves the right to reject any or all bids. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The bidder to whom the award is made shall be required to enter into a written contract with the school district after providing evidence of liability and workers compensation insurance and the required performance, payment and defects bonds.

SELECTION OF A CONSTRUCTION MANAGER

The board of education shall consider the hiring of a construction manager from the file maintained by the Department of Real Estate Services of the Office of Management and Enterprise Services. A determination shall be made on a case-by-case basis as to how many construction manager candidates the board of education will seek proposals from. In reviewing proposals, the board of education shall evaluate the candidates:

1. Professional qualifications;
2. Licensing;
3. Registration;
4. Certifications;
5. Technical abilities;
6. Past experience relevant to the contemplated project.

Only those firms recognized as qualified construction managers by the Department of Real Estate Services of the Office of Management and Enterprise Services may be considered for selection as a construction manager. The board of education shall utilize the procedures described in Oklahoma law or may adopt procedures established by the Office of Management and Enterprise Services for state agencies.

The board of education shall select a construction manager based upon the professional qualifications and technical experience of the construction manager. The board of education, with the assistance of retained legal counsel, shall negotiate a contract with the highest qualified construction manager provided that a fee can be negotiated which is fair and reasonable to both parties. In the event a reasonable fee cannot be negotiated, the school board may negotiate with other construction managers in order of their qualifications.

REFERENCE: 61 O.S. § 62

FREEDOM OF EXPRESSION

The technology center board of education hereby adheres to Oklahoma Law providing that outdoor areas of campuses of public institutions of higher education, which include technology center schools overseen by the State Board of Career and Technology Education, are public forums for the campus community.

Policy

The outdoor areas of any campus of the technology center are deemed public forums for the campus community, and the technology center will not create "free speech zones" or other designated areas of campus outside of which expressive activities are prohibited. The technology center may maintain and enforce reasonable time, place and manner restrictions narrowly tailored in service of a significant institutional interest when the restrictions employ clear, published, content- and viewpoint-neutral criteria and provide for ample alternative means of expression. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble and distribute literature. Nothing in this paragraph shall be interpreted as applying to student expression taking place elsewhere on campus.

Any person who wishes to engage in noncommercial expressive activity on campus shall be permitted to do so freely, as long as the person's conduct is not unlawful and does not materially and substantially disrupt the functioning of the technology center.

Nothing in this policy shall be interpreted as preventing the technology center from prohibiting, limiting or restricting expression that the First Amendment does not protect or prohibiting harassment as defined in this policy.

Space reserved or rented from the technology center for a specific purpose shall not be deemed as an area wherein noncommercial expressive activity may occur during the duration of time that the group has exclusive use or control of that space.

Nothing in this policy shall prohibit the technology center from maintaining and enforcing reasonable time, place and manner restrictions that are narrowly tailored to serve a significant institutional interest only when such restrictions employ clear, published, content- and viewpoint-neutral criteria. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble, speak and distribute literature.

The technology center will make public in its *Full-Time Programs Student Handbook*, on its website and through its orientation programs for students the policies, regulations and expectations of students regarding free expression on campus consistent with this policy.

The technology center will develop materials, programs and procedures to ensure that those persons who have responsibility for discipline or education of students, including but not limited to administrators, campus police officers, and instructors, understand the policies, regulations and duties of the technology center regarding free expression on campus.

Reporting Requirement

By December 31st each year, the technology center will publicly post on its website and submit to the Governor and Legislature a report that details the course of action implemented to comply with the requirements of Okla. Stat. tit. 70, § 2120. A report shall also be submitted in the instance of any changes or updates to the chosen course of action. The report provided on the website shall be:

- a. Accessible from the technology center's website home page by use of not more than three links;

FREEDOM OF EXPRESSION (Cont)

- b. Searchable by key words and phrases; and
- c. Accessible to the public without requiring registration or use of a user name, password or another user identification.

The technology center's report will include the following information:

- a. a description of any barriers to or incidents of disruption of free expression occurring on campus, including but not limited to attempts to block or prohibit speakers and investigations into students or student organizations for their speech. The description shall include the nature of each barrier or incident, as well as what disciplinary action, if any, was taken against members of the campus community determined to be
- b. responsible for those specific barriers or incidents involving students without revealing those students' personally identifiable information, and
- c. any other information the technology center deems valuable for the public to evaluate whether free expression rights for all members of the campus community have been equally protected and enforced.

In the event the technology center is sued for an alleged violation of First Amendment rights, a supplementary report, with a copy of the complaint or amended complaint, will be submitted to the Governor and the Legislature within thirty (30) days.

Definitions

"Campus community" means students, administrators, faculty and staff at the technology center and their invited guests;

"Expressive activities" include, but are not limited to, any lawful verbal, written, audio-visual or electronic means by which individuals may communicate ideas to one another, including all forms of peaceful assembly, protests, speeches and guest speakers, distribution of literature, carrying signs and circulating petitions.

"Harassment" means only that expression that is unwelcome, so severe, pervasive and subjectively and objectively offensive that a student is effectively denied equal access to educational opportunities or benefits provided by the technology center.

"Materially and substantially disrupts" means when a person, with the intent to or with knowledge of doing so, significantly hinders another person's or group's expressive activity, prevents the communication of the message or prevents the transaction of the business of a lawful meeting, gathering or procession by:

- a. engaging in fighting, violent or other unlawful behavior, or
- b. physically blocking or using threats of violence to prevent any person from attending, listening to, viewing or otherwise participating in an expressive activity. Conduct that "materially disrupts" shall not include conduct that is protected under the First Amendment to the United States Constitution or Section 22 of Article 2 of the Oklahoma Constitution. Such protected conduct includes but is not limited to lawful protests in the outdoor areas of campus generally accessible to the members of the public, except during times when those areas have been reserved in advance for other events, or minor, brief or fleeting nonviolent disruptions of events that are isolated and short in duration;

"Outdoor areas of campus" means the generally accessible outside areas of campus where members of the campus community are commonly allowed, such as grassy areas, walkways or other similar common areas and does not include outdoor areas where access is restricted from a majority of the campus community.

"Student organization" means an officially recognized group at the technology center, or a group seeking official recognition, comprised of admitted students that receive or are seeking to receive benefits at the technology center.

LEGAL REFERENCE: 70 O.S. § 2120

WEAPONS-FREE SCHOOLS

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

Any student who violates this policy will be subject to discipline on a case-by-case basis which may include suspension up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's Individual Education Plan (IEP) team to be unrelated to the student's disability, the student may be suspended for one calendar year at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting.

An exception to this policy may be made for students participating in a PTC Criminal Justice / CLEET Class or an authorized, extracurricular activity or team involving the use of firearms or archery equipment. In addition, exceptions will be made for a gun, knife, bayonet or other weapon in the possession of a member of a veterans group, the national guard, active military, the Reserve Officers' Training Corp (ROTC) or Junior ROTC, in order to participate in a ceremony, assembly or educational program approved by the principal or chief administrator of a school district where the ceremony, assembly or educational program is being held; provided, however, that the gun or other weapon that uses projectiles is not loaded and is inoperable at all times while on school property.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

~~"...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."~~

WEAPONS-FREE SCHOOLS (Cont.)

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

The school district also prohibits the possession of any knife that is brought to school that could be utilized in a manner to harm another. Whether or not a student will be disciplined for the possession of a knife will be determined on a case by case basis.

A handgun may be carried in a motor vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act onto property set aside by a public or private elementary or secondary school for the use or parking of any vehicle; provided, however, said handgun shall be stored and hidden from view in a locked motor vehicle when the motor vehicle is left unattended on school property

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

REFERENCE: 18 U.S.C. §921
21 O.S. §1271.1, §1280.1

NOTE: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

FREEDOM OF EXPRESSION

The technology center board of education hereby adheres to Oklahoma Law providing that outdoor areas of campuses of public institutions of higher education, which include technology center schools overseen by the State Board of Career and Technology Education, are public forums for the campus community.

Policy

The outdoor areas of any campus of the technology center are deemed public forums for the campus community, and the technology center will not create "free speech zones" or other designated areas of campus outside of which expressive activities are prohibited. The technology center may maintain and enforce reasonable time, place and manner restrictions narrowly tailored in service of a significant institutional interest when the restrictions employ clear, published, content- and viewpoint-neutral criteria and provide for ample alternative means of expression. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble and distribute literature. Nothing in this paragraph shall be interpreted as applying to student expression taking place elsewhere on campus.

Any person who wishes to engage in noncommercial expressive activity on campus shall be permitted to do so freely, as long as the person's conduct is not unlawful and does not materially and substantially disrupt the functioning of the technology center.

Nothing in this policy shall be interpreted as preventing the technology center from prohibiting, limiting or restricting expression that the First Amendment does not protect or prohibiting harassment as defined in this policy.

Space reserved or rented from the technology center for a specific purpose shall not be deemed as an area wherein noncommercial expressive activity may occur during the duration of time that the group has exclusive use or control of that space.

Nothing in this policy shall prohibit the technology center from maintaining and enforcing reasonable time, place and manner restrictions that are narrowly tailored to serve a significant institutional interest only when such restrictions employ clear, published, content- and viewpoint-neutral criteria. Any such restrictions shall allow for members of the campus community to spontaneously and contemporaneously assemble, speak and distribute literature.

The technology center will make public in its *Full-Time Programs Student Handbook*, on its website and through its orientation programs for students the policies, regulations and expectations of students regarding free expression on campus consistent with this policy.

The technology center will develop materials, programs and procedures to ensure that those persons who have responsibility for discipline or education of students, including but not limited to administrators, campus police officers, and instructors, understand the policies, regulations and duties of the technology center regarding free expression on campus.

Reporting Requirement

By December 31st each year, the technology center will publicly post on its website and submit to the Governor and Legislature a report that details the course of action implemented to comply with the requirements of Okla. Stat. tit. 70, § 2120. A report shall also be submitted in the instance of any changes or updates to the chosen course of action. The report provided on the website shall be:

- a. Accessible from the technology center's website home page by use of not more than three links;

FREEDOM OF EXPRESSION (Cont)

- b. Searchable by key words and phrases; and
- c. Accessible to the public without requiring registration or use of a user name, password or another user identification.

The technology center's report will include the following information:

- a. a description of any barriers to or incidents of disruption of free expression occurring on campus, including but not limited to attempts to block or prohibit speakers and investigations into students or student organizations for their speech. The description shall include the nature of each barrier or incident, as well as what disciplinary action, if any, was taken against members of the campus community determined to be responsible for those specific barriers or incidents involving students without revealing those students' personally identifiable information, and
- b. responsible for those specific barriers or incidents involving students without revealing those students' personally identifiable information, and
- c. any other information the technology center deems valuable for the public to evaluate whether free expression rights for all members of the campus community have been equally protected and enforced.

In the event the technology center is sued for an alleged violation of First Amendment rights, a supplementary report, with a copy of the complaint or amended complaint, will be submitted to the Governor and the Legislature within thirty (30) days.

Definitions

"Campus community" means students, administrators, faculty and staff at the technology center and their invited guests;

"Expressive activities" include, but are not limited to, any lawful verbal, written, audio-visual or electronic means by which individuals may communicate ideas to one another, including all forms of peaceful assembly, protests, speeches and guest speakers, distribution of literature, carrying signs and circulating petitions.

"Harassment" means only that expression that is unwelcome, so severe, pervasive and subjectively and objectively offensive that a student is effectively denied equal access to educational opportunities or benefits provided by the technology center.

"Materially and substantially disrupts" means when a person, with the intent to or with knowledge of doing so, significantly hinders another person's or group's expressive activity, prevents the communication of the message or prevents the transaction of the business of a lawful meeting, gathering or procession by:

- a. engaging in fighting, violent or other unlawful behavior, or
- b. physically blocking or using threats of violence to prevent any person from attending, listening to, viewing or otherwise participating in an expressive activity. Conduct that "materially disrupts" shall not include conduct that is protected under the First Amendment to the United States Constitution or Section 22 of Article 2 of the Oklahoma Constitution. Such protected conduct includes but is not limited to lawful protests in the outdoor areas of campus generally accessible to the members of the public, except during times when those areas have been reserved in advance for other events, or minor, brief or fleeting nonviolent disruptions of events that are isolated and short in duration;

"Outdoor areas of campus" means the generally accessible outside areas of campus where members of the campus community are commonly allowed, such as grassy areas, walkways or other similar common areas and does not include outdoor areas where access is restricted from a majority of the campus community.

"Student organization" means an officially recognized group at the technology center, or a group seeking official recognition, comprised of admitted students that receive or are seeking to receive benefits at the technology center.

LEGAL REFERENCE: 70 O.S. § 2120

PIONEER TECHNOLOGY CENTER
Part-time & Temporary Employment Contracts and/or Addenda to Contracts
January 14, 2020 FY 2019/2020

<u>Name</u>	<u>Position/Class Taught</u>	<u>Dates</u>	<u>Contract amount</u>
Coleen Blevins	ABE / HSE Instructor	01/01 – 01/31 (28 hrs)	700.00
Steve Bookout	AT&D Evening Supervisor	12/16 – 01/15 (up to 12 hrs)	300.00
Steve Bookout	AT&D Evening Supervisor	01/16 – 02/15 (up to 24 hrs)	600.00
Steve Bookout	AT&D Evening Supervisor	02/16 – 03/15 (up to 24 hrs)	600.00
Steve Bookout	AT&D Evening Supervisor	03/16 – 04/15 (up to 24 hrs)	600.00
Steve Bookout	AT&D Evening Supervisor	04/16 – 05/16 (up to 24 hrs)	600.00
Steve Bookout	AT&D Evening Supervisor	05/15 – 05/31 (up to 12 hrs)	300.00
Carol Bottoms	ABE / TANF Instructor	01/01 – 01/31 (45 hrs)	1,125.00
Corbin Dewitt	Backyard Poultry, Gardening	01/14 – 02/04 (T 6:00-8:00pm)	200.00
Corbin Dewitt	Backyard Poultry, Gardening	02/11 – 03/03 (T 6:00-8:00pm)	200.00
Lori Evans	AT&D Evening Supervisor	12/16 – 01/15 (up to 24 hrs)	600.00
Lori Evans	AT&D Evening Supervisor	01/16 – 02/15 (up to 32 hrs)	800.00
Lori Evans	AT&D Evening Supervisor	02/16 – 03/15 (up to 32 hrs)	800.00
Lori Evans	AT&D Evening Supervisor	03/16 – 04/15 (up to 28 hrs)	700.00
Lori Evans	AT&D Evening Supervisor	04/16 – 05/15 (up to 32 hrs)	800.00
Lori Evans	AT&D Evening Supervisor	05/16 – 05/31 (up to 16 hrs)	400.00
Lori Evans	ABE / HSE Instructor NOC	01/01 – 01/31 (W 5:00-8:00pm)	262.50
Sheila Foxworthy	AT&D Evening Supervisor	12/16 – 01/15 (up to 24 hrs)	600.00
Sheila Foxworthy	AT&D Evening Supervisor	01/16 – 02/15 (up to 28 hrs)	700.00
Sheila Foxworthy	AT&D Evening Supervisor	02/16 – 03/15 (up to 28 hrs)	700.00
Sheila Foxworthy	AT&D Evening Supervisor	03/16 – 04/15 (up to 28 hrs)	700.00
Sheila Foxworthy	AT&D Evening Supervisor	04/16 – 05/15 (up to 36 hrs)	900.00
Sheila Foxworthy	AT&D Evening Supervisor	05/16 – 05/31 (up to 12 hrs)	300.00
Joella Francis	CNA Testing	12/11 – 12/13 (7.5 hrs)	187.50
Ian Freeman	Advanced Welding	01/06 – 01/31 (M/W 6:00-9:00pm)	600.00
Ian Freeman	Advanced Welding	02/01 – 02/28 (M/W 6:00-9:00pm)	600.00
Larry Godley	ABE / ESL Instructor	01/01 – 01/31 (M 10am-12pm / 5-7pm)	420.00
Larry Godley	ABE / HSE Instructor	01/01 – 01/31 (10 hrs)	300.00
Anthony Hallum	ABE / HSE Instructor	01/01 – 01/31 (38.5 hrs)	962.50
Tonya Jackson	ABE / HSE & ESL Instructor	01/01 – 01/31 (38.5 hrs)	962.50
Marcus Kinkaid	Adjunct Criminal Justice Instructor	01/15 – 05/08 (up to 225 hrs)	4,500.00
Tracy McCloud	ABE / HSE Instructor	01/01 – 01/31 (119 hrs)	3,094.00
Kelley McConnell	BLS Instructor Course	12/10 (4:30-7:30pm)	120.00
Ashley O'Hara	CNA Testing	11/20 – 12/20 (1.5 hrs)	37.50
Diane Pendleton	ABE / HSE Instructor	01/01 – 01/31 (38.5 hrs)	962.50
Jake Pierce	Adjunct Firefighter Instructor	01/15 – 05/22 (up to 150 hrs)	3,000.00
Pam Powers	ABE / HSE Instructor	01/01 – 01/31 (W-TH 4:30-7:30pm)	700.00
Pam Powers	ABE / TANF Instructor	01/29 – 01/31 (8am-2:30pm / 21 hrs)	525.00
Kristina Reed	CNA	01/06 – 02/14 (M-F 8:00-11:00am)	1,936.00
Richard Reese	Pre-Engineering Adjunct Instructor	01/15 – 05/22 (up to 18 hrs per week)	8,100.00
Valerie Streeter	ABE / HSE Data Entry Clerk	01/01 – 01/31 (122 hrs)	1,708.00
Elaine Thomas	ABE / Corrections Instructor	01/01 – 01/31 (47 hrs)	1,175.00
Elizabeth Watson	ABE / HSE Instructor	01/01 – 01/31 (70 hrs)	1,750.00